

OPERATORS RULE BOOK

Effective February, 1984

Operator

Badge No.



Southern California Rapid Transit District
425 South Main Street, Los Angeles, CA 90013

PREFACE

This Operators' Rule Book has been prepared especially for the Bus Operators of the Southern California Rapid Transit District. The Rules and Procedures contained in this book, with the exception of those specifically concerned with actual bus operation, also apply to Traffic Loaders.

All large organizations find it necessary to have rules and regulations in order that their activities are conducted in an orderly, productive manner.

The Rules and Procedures of this book are the product of nearly a century of operations by the RTD and its predecessor agencies in the Los Angeles area. They are based on common sense, fairness, and the guideline: "Treat your passengers as you would want to be treated if you were a passenger."

Our passengers are our most valuable asset. They are entitled to safe, timely and courteous service. To merit their continued support and patronage demands faithful, intelligent, and courteous discharge of duty.

For most of our passengers, you, the Bus Operator, are the District. You are the principal point of contact between the passenger and the RTD. Passengers form their opinions of the RTD on the

basis of their relations with the Operator of the buses they ride.

Courtesy wins friends. And it is contagious. If you are courteous to a passenger, chances are that things will go better for the Operator of the next bus that passenger boards.

Suggestions from many employees, past and present, have gone into the preparation of this book. Your suggestions, especially on matters of safety or service improvement, are most welcome and should be submitted to your immediate superior.

These rules and Regulations supersede all previous rules, procedures and instructions, except those of a temporary nature concerning fouling and special operating conditions.

These rules may be amended or changed from time to time by bulletins, notices, and special instructions, which will be made available to all Transportation Department personnel.

Edward J. Nash
Director of Transportation

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MAJOR INFRACTIONS

According to Article 27, Section II (a) of the Contract with the United Transportation Union, Types of Discipline-Major Infraction of the District's rules are (Subject to suspension or discharge):

- Accidents
- Absent without Permission (AWOP)
- Excessive Absenteeism
- Falsification of Sick Reports
- Gross Misconduct
- Insubordination
- The use of Intoxicants, Drugs or the Odor of Intoxicants
- Missouts (MO)
- Not Properly Accounting for Passenger Fares (NAP)
- Railroad Crossing Violations

SECTION I – GENERAL RULES

1.00 General

The Operators' Rule Book governs the performance and conduct of all Bus Operators and Traffic Loaders. Traffic Loaders are not bound by rules and regulations specifically concerned with actual bus operation.

Violation of any part of these rules shall be considered a violation of same and will result in disciplinary action appropriate to the nature of the offense.

1.03 Maintenance of Rule Book

The purpose of the Operators' Rule Book is to help you perform your duties in the best possible fashion. By adhering to these rules you will be able to maintain a good record of your personal performance.

It is the responsibility of each operator to always insure that his/her Rule Book is complete and up-to-date and that all of the loose-leaf pages are intact and current.

The Instruction Department maintains a list of the issuance date of each page of the Rule Book. Up-to-date pages can be ob-

tained from the Instruction Department.

1.10 Knowledge of Rules

This book must be carried at all times while on duty. Study it often. Each Operator must become so thoroughly familiar with the contents of this book that he/she can pass any required examination regarding Rules and Procedures. Ignorance of rules, operating procedures, special orders, or special instructions does not excuse negligence or omission of duty.

1.11 Additional Orders and Instructions

In addition to these Rules and Procedures, special orders and instructions are issued in the form of bulletins, notices, memos, and schedule letters, and are posted on the bulletin boards. Unless otherwise noted, these bulletins or notices remain posted for a period of seven (7) days and are then placed in the bulletin book. Defacement or unauthorized removal of any bulletins, notices, memos, schedule changes or any posted material is considered gross misconduct. All such special orders and instructions, even though they may be in conflict with these Rules and Procedures, are to be obeyed during the stated period of time

that they are in effect.

**1.12 Consulting Bulletin Boards
and Bulletin Books**

Operators must consult the bulletin boards before each day's work. Operators who have been absent seven (7) days or more must also consult the bulletin book.

1.13 Clarification of Procedures

Operators must, if necessary, obtain clarification of any operating procedure or special order from an instructor or other supervisory personnel.

**1.14 Service Inspector's Written Notification
of Violation**

When a Service Inspector, in compliance with the U.T.U. labor agreement, attempts to give written notification to an operator of any violations he/she may observe, the report is to be accepted in a courteous manner without incident.

1.15 Responsibility

Operators must be willing to accept responsibility, and carry out oral or written instructions from the proper District representative in matters pertaining to their respective branch of service. An oral instruction takes precedence over the written rule.

Proper District representative shall include any District Staff Officer, Division Manager, Assistant Manager, Transit Police, Radio Dispatcher, Division Dispatcher,

Supervisor and Instructor.

Oral or written reports required by the District must be accurate and must be submitted on the date of occurrence or as soon thereafter as possible.

1.16 Situations Not Covered

Whenever situations arise which are not covered by procedures in this book, good judgment must be used by the Operator. Information based on observation of a situation is required and must be reported to the proper authority as soon as possible.

1.20 Standards of Efficiency

The District shall have the right to establish and require such tests and standards of efficiency as it deems necessary to insure safe and efficient performance of duty by the Operators.

All Operators must successfully pass any such examinations and tests as required by the District to determine mental and physical fitness.

1.25 District Issued Property

All District issued equipment or property furnished to operators must be carried while on duty.

Operators are personally responsible for District property issued to them. If any part of the issued property is lost or stolen, it must be reported at once on a Miscellaneous Report to the Division Manager. When leaving service or upon request from the proper District representative, operators must immediately turn in all District equipment or property issued to them or otherwise in their possession. The value of articles damaged, lost, or not surrendered upon request will be charged to the operator.

1.30 Laws and Ordinances

The operation of District vehicles is governed by the Safety Regulations of the California Highway Patrol; laws, ordinances, and regulations of the State, Counties, and Cities through which District vehicles operate; and are hereby made a part of these Rules and Procedures.

Operators are required to cooperate with

law enforcement agencies and Fire Departments at all times. If such cooperation creates a dangerous condition, the Radio Dispatcher must be notified immediately, and a Miscellaneous Report submitted at the conclusion of the work assignment.

1.35 Licenses

All employees operating District equipment must carry the required valid licenses and medical certificates while on duty.

It will be the employees' responsibility to determine that these licenses and certificates are valid.

When any required license or medical certificate has been refused, revoked, suspended or lost, it must be reported immediately on a Miscellaneous Report to the Division Manager.

1.37 Biennial Physical Examinations

Operators through age fifty-four (54) must have and pass the required physical examination every two (2) years.

A District requirement after reaching the age of fifty-five (55), is to have and pass an

annual physical examination.

The renewal date after fifty-five years of age will be two years from the prior date of physical, or the person's fifty-sixth birth date, whichever comes first.

1.40 Records, Personal

Operators must keep Division Manager informed of CURRENT ADDRESS, telephone number, and any change in family status, by submitting this information in writing. Failure to keep the District informed of current address could result in suspension or discharge.

1.45 Leave of Absence

Operators requesting five (5) or fewer extra days off will submit a Miscellaneous Report. Personal Leave of Absence of over five (5) days may be granted upon request when practical. Personal leaves are limited to ninety (90) days in a 12-month period. A written request must be submitted to the Division Manager for approval for more than five (5) days.

1.60 Advertising

No advertisement, cards, posters or signs, other than those placed by the District or its agent, will be permitted on either the inside or the outside of buildings or equipment. Operators are not permitted to display advertising, or political or religious stickers on their equipment boxes. Operators must see that the District's authorized notices and advertisements are not disturbed or mutilated. Springs holding cards in place on District buses must not be removed or used for any other purpose.

Passenger information pamphlets for "Take One" boxes on buses must be placed on the bus in receptacles provided for that purpose, unless otherwise instructed. Under no circumstances will the operator discard the pamphlets or leave them in the train room.

1.70 Lockers

Lockers must be assigned by the Division Stenographer. The District reserves the right to inspect lockers at any time. Flammables, firearms or other weapons, intoxicants, narcotics, amphetamines or any derivative thereof, or any other harmful

drugs must not be stored in these lockers at any time. The District will not assume responsibility for loss or damage to locks or any articles kept in lockers.

1.72 Reporting Sick

Operators must give the District as much notice as possible when calling in sick. Operators who fail to report sick to their Division at least forty (40) minutes prior to their sign-on time, will be charged with a missout.

1.73 Sick Operators Travel Restrictions

All Operators off duty due to illness, injuries or indefinite sick leave, must not leave the District service area without permission from their Division Manager.

Operators living outside the District service area are exempt from the restriction, but are limited to travel within the area of their permanent residence.

1.75 Doctor's Release

Operators must bring a doctor's release when they have been off-duty because of

illness or injury for four (4) or more working days, and present it to the Division Dispatcher on duty before returning to work. The release must indicate the nature of the illness or problem for which the operator was treated. In the event the release does not indicate the nature of the illness, the release will be accepted, and the operator will be permitted to return to work, pending a check with the doctor by the District. An employee who is absent thirteen (13) occasions in any twelve (12) consecutive month period due to illness will be required to present a medical release to return to work for each subsequent absence. Failure of an operator to present a doctor's release when required, will result in the operator being withheld from service without penalty to the District.

1.76 Returning from Sick Leave

Operators returning from sick leave must report their intentions to do so to their Division, in person or by telephone, on any day prior to, but not later than 11:00am, on the day before resuming duty. They will not be required to produce a release from a medical doctor unless he/she has been absent from work for four (4) or more work days. An Operator who is on indefinite sick leave must obtain clearance from his/her Division Manager when reporting his/her availability for duty to the Division.

1.78 Extended Sick Leave (Over 30 Days)

Operators on extended sick leave must inform the District at no more than 30-day intervals relative to their condition and probable date of return to duty. Failure to keep the District informed, report for treatment as ordered by the doctor, or provide the District with the required "Attending Physician's Statement" (Form 95-5) can result in suspension or discharge.

1.80 False Sick Reports

Operators must not feign illness in order to procure sick leave, avoid a missout or avoid work assigned. Falsification of sick reports can result in suspension or discharge.

1.82 Reporting Back from Vacation

Regular Operators returning from vacation will be required to report for duty on their first scheduled work day following their vacation or will be charged with a missout. If an Operator's assignment has been changed while he has been on vacation, and he has not been advised of the change, he will be assigned in accordance with the provision of Article 9, Section 6 (b), of the Labor Contract. The first scheduled work day of

an Extra Operator will be the first Sunday following the end of his vacation, unless prior arrangements have been made with the Division Manager. It will be the responsibility of an Extra Board Operator to check with the Division after 3:00 p.m. the last Saturday of his vacation to ascertain if he is marked up to work Sunday.

1.83 Jury Duty

Any employee receiving notice to report for examination as a prospective juror or notice of call to jury duty shall show such notice to his Division Manager within four (4) days from date the notice was received.

1.84 Safety

Operators must at all times protect their own personal safety and the safety of other employees, passengers and others. Operators shall not expose themselves to risk of assault or injury by an inflexible or provocative adherence to rules or directives when confronted with a potentially unruly passenger. Good judgment, safety and prudence must be maintained at all times.

1.85 Personal Safety in Yards

It will be the duty of all Operators, when on District property to be alert and to take necessary precautions at all times to protect their own personal safety. When entering or leaving yards, Operators must use the entrances or exits provided for them and when walking through the yards, must be alert to avoid vehicles that are being moved. Watch for and report any situation that could cause falls, particularly around pit areas.

1.86 Employee Injury (On Duty)

Each personal injury suffered by an employee must be reported to the Radio Dispatcher immediately, and a written report on "Employee's Report of Injury" form must be submitted to the Division Manager on day of occurrence.

In case of injury, immediately inform your superior, who will provide first aid or make arrangements for medical attention as required. Medical attention is authorized only at a District approved medical facility. All doctor, hospital and pharmacy bills associated with an on-duty injury must be directed to the Division Manager.

If the injury is such that a report cannot be made on the day of occurrence, this information must be given to the Division Manager who will make arrangements for a report to be made as soon as possible.

1.87 Reading on Duty

No material will be read while bus is in motion. Reading of newspapers, magazines, letters, or other material not pertaining to District business or to the employee's duties is not permitted while driving a bus, except at time of layover.

1.88 Radios, Cassettes, Etc.

Operators must not operate or otherwise make use of an AM or FM radio receiver or cassette player while operating any District bus. Such devices must be secured and out of sight in a hand bag, equipment box or other similar container. In the event any of the aforementioned devices are used during layover, Operator must exercise good judgment to avoid conflict with passengers. Electronic equipment, other than the above, must not be carried by Operators on District buses or in CEA units at any time.

1.92 Authorized Operators

An Operator assigned to a vehicle must not permit other persons to operate it at any time except: qualified supervisory personnel, transit police, student operators assigned to the Operator for instruction, and mechanics. Failure to comply could be construed to be gross misconduct and result in suspension or discharge.

1.94 Restroom Facilities

Restrooms, provided by the District or by Private Agencies (Restaurants, Service Stations, etc.), must be kept clean. Where provisions are made, doors must be kept locked. Only restroom facilities are to be used for personal relief. No other part of buildings or buses is to be used for this purpose. Failure to comply could be construed to be gross misconduct and result in suspension or discharge. Emergency restroom stops are permitted.

SECTION 2 – OPERATING PROCEDURES

2.03 Reporting for Duty

Operators must report for duty at the time and place designated by their assignments or as instructed by a proper District representative.

2.05 Absent from or Exchange of Duty

Operators must not be absent from duty, or exchange duties or assignments, without permission of the Division Manager or Division Dispatchers.

2.07 Absent Without Permission (AWOP)

Operators who fail to report in person, or by telephone or telegraph, within eight (8) hours after their scheduled report time are considered to be "Absent Without Permission" and are subject to disciplinary action.

2.09 Badge Reader System

All operators must use the Badge Reader System for the purpose of signing-on and signing-off of each work assignment or part of an assignment. This includes reports, qualification activities, trippers, extra assignments, straight runs or both parts of a split run or run with an assigned tripper.

Badge Reader Identification Cards are to be carried at all times while on duty

2.10 Calling for Assignment

When calling for an assignment at the Division, Operators must give the Division Dispatcher on duty the following information in this order:

1. Bus Run Number
2. Line Number
3. Sign On Time
4. Badge Number

When calling for a CEA unit, Operators must give the Division Dispatcher on duty the following in this order:

1. Work Run Number
2. Sign On Time
3. Badge Number

Operators making walkover reliefs are required to report in person to the Division Dispatcher before proceeding to their relief points.

2.11 Maximum Report Time
Before an Assignment

When a bus is being pulled out of a Division, Operators must not call for their assignments more than forty (40) minutes prior to their scheduled sign on time.

When pulling out a CEA unit, Operators must not call for their assignments more than ten (10) minutes prior to scheduled sign on time.

2.12 Supplies

When reporting for a work assignment, Operators must obtain the necessary supplies.

2.13 At Relief Point

Operator being relieved will complete fare transactions at relief point. AT THE RELIEF POINT if the bus has not arrived within ten (10) minutes after the scheduled time, the OPERATOR MAKING RELIEF must call the Radio Dispatcher for instruction.

AN OPERATOR FAILING TO GET RELIEVED must not wait at the relief point longer than one (1) minute after scheduled relief time unless the Operator making relief is in sight. If the OPERATOR MAKING RELIEF is not in sight, the OPERATOR BEING RELIEVED must continue in service and notify the Radio Dispatcher as soon as possible.

THE OPERATOR USING A CEA UNIT to make relief must give the unit keys to the Operator being relieved and inform him/her where the CEA unit is parked, if it is impossible to park in the prescribed location.

All Operators in CEA units are required to fasten their seat belts. Operators must not transport unauthorized persons in CEA units at any time.

2.15 Turn-Ins

Operators must turn in the Operators' daily report card, tickets, transfers, and required reports at the completion of their assignment each day.

2.17 Hours of Service

Operators are governed by the provisions of the "Safety Regulations of the California Highway Patrol," regarding hours of service. Operators may bid Work Runs and Biddable Trippers with a total daily On-Duty-Time not to exceed eleven (11) hours and forty (40) minutes within a sixteen (16) hour period, provided further that within each twenty-four (24) hour period, an Operator must have eight (8) consecutive hours off duty, and with the understanding that the provisions of "On-Duty Time" and "Driving Time" must be complied with when determining the total hours Operators may bid for each day's work.

2.18 On-Duty Time

"On-Duty Time" is defined as the period of time when the Operator begins to work or is requested to be in readiness to work, until the time relieved from all responsibilities for performing work. The allowable "On-Duty Time" may be computed by deducting from the total pay time any premium time, overtime or turn-in time.

2.19 Driving Time

The term "drive or operate," which is shown on the Work Run Sheets as "Vehicle Time" includes all time spent in driving or operating a vehicle, plus any time spent driving company equipment to or from relief points (such time is indicated by an asterisk in Sign-On or Sign-Off column). The total shall not exceed ten (10) hours driving time. When an Operator, at the completion of ten (10) hours of driving time is on a pull-in trip, or en-route to a regularly scheduled relief point, and the total time required to reach the relief point and return to the Division does not exceed one (1) hour, this additional time in excess of ten (10) hours will not be counted as driving or operating time. The allowed driving time of ten (10) hours shall be completed

within a spread of sixteen (16) hours.

2.20 Biddable Trippers

A regular Operator may bid only one (1) biddable Tripper to be worked either before or after his regular work run, provided there is no violation of hours of service and driving time regulations.

2.21 Violations of Hours of Service

Operators who for any reason violate the regulations of hours of service or driving time must notify the Division Manager immediately and submit a Miscellaneous Report explaining the circumstances as soon as it is possible to do so.

2.22 Operating While Ill or Fatigued

A District vehicle must not be driven by an Operator if the ability or alertness of the Operator is so impaired through fatigue, illness, or any other cause, that it would create a safety hazard.

2.23 Established Routes

Unauthorized deviations or detours from established routes are prohibited except in

an emergency caused by accident, blockades, etc., or when directed by a law enforcement officer or supervisory personnel. A Miscellaneous Report to the Division Manager must be submitted for all deviations from schedule; i.e., emergency detours, trips or parts of trips lost.

Operators must complete all scheduled trips, unless instructed otherwise by law enforcement officers or supervisory personnel. When so directed by anyone other than supervisory personnel, the Radio Dispatcher must be notified as soon as possible.

2.24 Pull-Outs, Pull-Ins, Off Route Trips

All procedures must be strictly observed on pull-out, pull-in, and off route trips. Rule violations or infractions of traffic laws will be handled in the same manner as if the vehicle was in service. Operators must never park their vehicles or layover in unauthorized places. Unnecessary diversions or delays are strictly forbidden.

2.25 Pulling In

Before leaving the last terminal, the Operator must check the bus for lost articles, and sleeping or intoxicated persons.

Such persons must never be carried into the Division yards. An Operator finding such persons must contact the Radio Dispatcher to receive instructions before departing the terminal.

2.26 Storage Location Procedures

After arriving at the storage location and before leaving the driver's seat, the Operator must place the shift lever in neutral position, set the hand or air-operated parking and emergency brake, and turn off the engine. On gear-shift buses, place the shift lever in "low" position.

At outside storage locations where there are no Maintenance Department personnel, Operators must also close all doors and windows and where locks are provided, buses must be locked before leaving the vehicle.

2.28 Running Time

In order to keep buses on the same line at the proper headway, Operators must govern the speed of their vehicles in a manner that will safely enable them to reach the time point on schedule.

Operators must not drag up to a time point by taking more time than is needed to load passengers and depart, or sit through cycles of a traffic light. Operators leaving the last time point before arrival at a terminal need not observe running time up to or arrival time at the terminal.

Terminal departure must be at the scheduled time designated on the paddle board, unless otherwise directed by supervisory personnel.

2.29 Zone Checking or Relief Points

At zone checking points or relief points, Operators must not arrive more than one (1) minute ahead of scheduled relief or departure time, unless otherwise instructed.

2.30 Owl and Late Night Schedules

Operators working Owl trips must have current Owl schedules before pulling out. The Owl schedules show running time, connections and special notes.

2.31 Owl Line Up

The scheduled Owl lineup downtown at 7th Street & Broadway will be released or

started by a Supervisor. In case a Supervisor is not present and all buses scheduled to make line-up connections have arrived and sufficient time has elapsed for passengers to make transfers, buses will depart on scheduled departure time.

If all connecting buses have not arrived, Operators must wait three (3) minutes past their scheduled departure time. Before departing, observation must be made to determine that scheduled connections are not in sight. If the scheduled connection is in sight, Operators must wait for transferring passengers.

All buses in the Central Business District scheduled to make connections with buses from the 7th & Broadway line-up must wait at their designated transfer point for buses arriving from 7th & Broadway in order to provide transferring passengers an opportunity to change buses.

2.32 Owl Connections

At scheduled Owl connecting points other than those outlined above, if connection is not made, Operators must wait three (3) minutes past the scheduled arrival time of the connecting bus before departing. If,

after waiting the prescribed time and the connecting bus is in sight, wait for the transferring passengers.

Whenever Owl connections are not made, Operators must call the Radio Dispatcher by radio or at the first available telephone.

2.34 Transfer Connections

Operators must make every effort to see that passengers from buses on connecting lines and those which have arrived or are approaching the transfer point be given an opportunity to board their buses.

At regular turn-back locations, Operators on through buses must wait for all passengers from short-line buses which are in or about to enter the zone at the last common stop.

2.35 Service Delays

When it is apparent that a delay or blockade will be sufficient to interrupt service in excess of ten (10) minutes, the Operator must notify the Radio Dispatcher immediately.

When the delay or blockade has been

cleared, the Operator must call the Radio Dispatcher and report the time service was resumed.

When a vehicle is delayed enroute for any reason to such an extent that it cannot leave the terminal within ten (10) minutes of the scheduled departure time, the Operator must contact the Radio Dispatcher for instructions.

2.36 Spotting the Bus

It is the Operator's responsibility to determine that all passenger stops can be made safely without causing injury or discomfort to passengers or incurring damage to the bus. When stopping, the bus must be six (6) to twelve (12) inches (except Neoplan and RTS which should be spotted (12) twelve to (18) eighteen inches) from and parallel to the curb with both doors clear of obstructions or hazards. When making a passenger stop at a location where the passenger zone is painted in the street, the door used for boarding or alighting passengers must be within the boundaries of the painted zone and clear of the Safety Zone buttons before being opened by the Operator.

2.37 Operation at Passenger Stops

When stopping in a bus zone (curb stop), the bus must be stopped with front door positioned as follows: stop with the front doors adjacent to and clear of, the bus stop sign whenever possible to do so in a safe manner. This position is known as the "first loading position." The stop must be made with the bus parallel and within six (6) to twelve (12) inches (except Neoplan and RTS which should be spotted (12) twelve to (18) eighteen inches) from the curb. The stop must be made in the foremost loading position except at locations where specific procedures apply.

At zones where the bus stop sign is placed at other than the first loading position, buses stopping in the first position will be pulled forward to the foremost part of the zone.

If the bus zone is of sufficient length to accommodate two (2) buses, and the first position is occupied, the second bus will stop immediately (5 feet) behind the first bus, except at locations where the front door will be over a driveway. In this case, the bus will be stopped just prior to the driveway. This position is known as the "second loading position." The bus may proceed from either the first or second

loading position, provided that all passengers have had the opportunity to board or alight.

If the bus zone is of sufficient length to accommodate three (3) buses, and the first and second positions are occupied, the third bus will stop immediately (5 feet) behind the second, except at locations where the front door will be positioned over a driveway. In this case, the bus will be stopped just prior to the driveway. This position will be known as the "third loading position." Operators should exercise good judgment before opening their doors in third position, especially at farside stops in the downtown area, to avoid blocking out buses approaching from the rear. If it is anticipated that the bus will be stopped for any length of time for passengers to board or alight before the bus can be moved, the Operator must not open the doors until the bus can be pulled into first or second position. When buses are stopped in third loading position, a second stop must be made in the first or second position if there are any passengers in the bus zone. If a bus is stopped in number four or more position, the Operator must not open the doors except when he is directed to do so by a Traffic Loader or Supervisory em-

ployee. If the bus is in Limited or Express service and the stop is specifically made to discharge passengers only, the Operator may open the doors provided that passengers can be discharged and the doors closed to permit the bus to proceed by the time the buses ahead move out.

At a near-side bus zone which is governed by a traffic light, the bus must be maintained in the "Safe Loading Position" during the entire duration of a red light. The purpose of this rule is to insure that passengers who arrive at the bus zone during the red light, including wheelchair patrons, can be safely boarded.

2.38 Freeway Bus Stop Lanes

All buses operating in service on freeways must operate through all bus stop lanes they are scheduled to service. A safe and reduced speed must be used when entering or operating through freeway bus stop lanes in order not to cause discomfort to the passengers on board or damage to equipment. Speed must also be held to a minimum where there is excessive dust or water in the bus stop lane that would cause discomfort to persons standing in the vicinity of the bus stop.

2.39 Posted Bus Stops Without Curbs

When operating on streets where bus stop signs have been installed, and where there are no curbs, the Operator must stop with the front door in the vicinity of the bus stop sign with both front and rear doors clear of obstructions.

2.40 Unmarked Bus Stops

In areas designated by a stop sheet where bus stops are not posted, passenger stops must be made at intersections clear of crosswalks, obstructions, or any hazards that would impair the safety of passengers. In open territory where intersections are not within reasonable walking distance, the Operator must make courtesy stops when safe to do so. When on duty, each Operator must have a current stop list for the line being worked.

2.41 Obstructions or Hazards

When obstructions in the street or adjacent thereto, make it impossible to pull the bus safely to the curb, the Operator must stop the bus parallel with the curb, using good judgment for any existing situation, making certain the right side of the bus is pro-

tected.

Buses stopped in the street must not be closer than four (4) feet from the curb, thus eliminating the possibility of passengers attempting too long a step from the bus to the curb. When the grade or slope of a street is sufficient to cause the bus to lean, Operators must maintain enough clearance to prevent interference between the top of the bus and poles, trees or other obstructions.

Low wires, overhanging trees, branches or other obstacles which create a hazard must be reported to the Radio Dispatcher.

2.42 Loading of Buses by Traffic Loaders

On buses where provisions have been made for rear exit doors to be opened with a key, and where Traffic Loaders are on duty, Traffic Loaders will open and close rear doors. On buses that have no provision for Traffic Loaders' key, Operators must open and close the exit doors. If Operators fail to open the exit doors, Traffic Loaders must signal them to do so by one (1) short bell, sounded by pressing the sensitive door edge. After loading is completed, Traffic Loaders will signal Operator to close the rear doors by two taps on the side of the

bus with his hand. Operators and Traffic Loaders must share the responsibility to make certain that rear doors are clear until closed when receiving Traffic Loaders' signals.

On buses equipped with "Push" type rear doors, the same procedure will apply with one exception. Due to the fact that the "Push" door has no sensitive edge, the Traffic Loader will signal the Operator by capping the side of the bus with his hand.

2.43 Announcing Fare Zone Limits and Inspection of I.D. Checks

At least one block before arriving at fare zone limits (where the Operator inspects the identification checks), Operators must announce the zone limit. On arriving at the zone limit, the Operator must request all passengers to have their identification checks and transfers ready for inspection. The exception to this rule would be on those lines where passengers are required to exit via the front door only.

2.44 Door Operations at Fare Zone Limits

At fare zone limits, the Operator must set the hand or air operated parking and emer-

gency brake and place the shift selector in neutral position. Passengers who wish to alight by the front door must be allowed to do so, after surrendering their checks. It will be the Operator's responsibility to close the front door safely and collect the checks from the on-board passengers before allowing additional passengers to board.

2.45 Line Terminal Operation

Operation within terminals must be under control at all times, with speed never exceeding eight (8) miles per hour unless otherwise posted. When layover exceeds one (1) minute, the engine must be stopped. In cases where the mechanical Department has attached a tag to the instrument panel which reads, "Do not shut off engine," the engine should be kept running at idling speed.

When an engine is tagged and the bus cannot be shut off, the Operator may alight for a restroom visit providing no person is left aboard and all doors are closed by use of the air valve.

2.46 Stops and Speed Limit
on Turn-Around Loops

Stops will be made at all intersections on turn-around loops where it is safe to do so in order to pick up and discharge passengers, unless otherwise instructed. Turn-around loops on city streets will have a speed limit of fifteen (15) MPH.

2.47 Layover Zone

Buses must never be left unattended at other than regular layover zones.

Buses must always be stopped in the foremost position of the zone. When the zone is occupied and the bus cannot be stopped in the zone, Operators must not leave their buses unattended until they have pulled into the zone.

When stopped outside the occupied zone, the bus must be stopped clear of street intersections, driveways, alleys, crosswalks, etc., in such a position as not to create an accident hazard.

Operators taking scheduled layovers at the designated layover zone of a line (except Terminals) may keep the bus doors closed whether their bus is attended or unat-

tended, except for the following:

On lines where a bus has layover en-route and passengers may be aboard the bus, or on turn-around loops where passengers are received on the loop and wish to remain on the bus, passengers will not be required to alight during layover. Examples are Line 204 taking layover at Vermont Av. & Hollywood Bl., Lines 225-226 laying over at Marineland, and Lines 487-491 laying over at Sierra Madre Bl. & Baldwin Av.

When layover exceeds one (1) minute the engine must be stopped unless the bus has been tagged by the Mechanical Department stating "Do not shut off engine."

To be considerate of the comfort and convenience of passengers, during inclement weather conditions, Operators must allow patrons to board buses while at layover zones.

2.49 Vehicle Lights at Layover

During any layover in excess of three (3) minutes, when lights are required, one-half of the interior lights must be turned out on buses equipped with a switch which cuts out half of the interior lights. On all other buses, all of the interior lights must remain on. Exterior clearance, tail and sign lights must remain on. Headlights must be turned off.

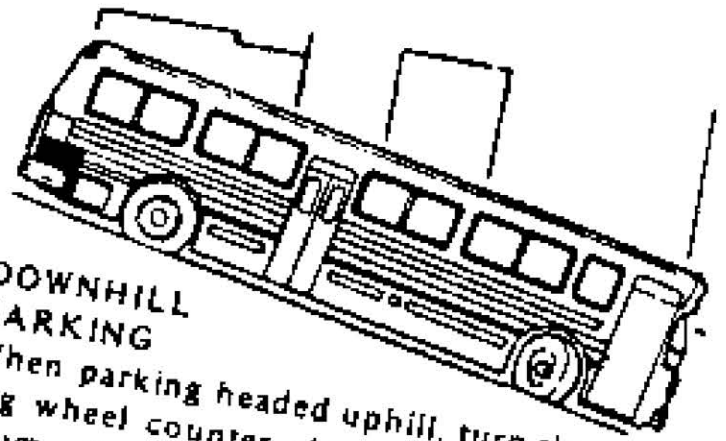
2.50 Noise

Operators must avoid making unnecessary noise of any kind. Loud talking, gunning of engines, excessive use of horn, or discarding debris in or around terminals is strictly forbidden.

2.51 Unattended Bus at Terminals

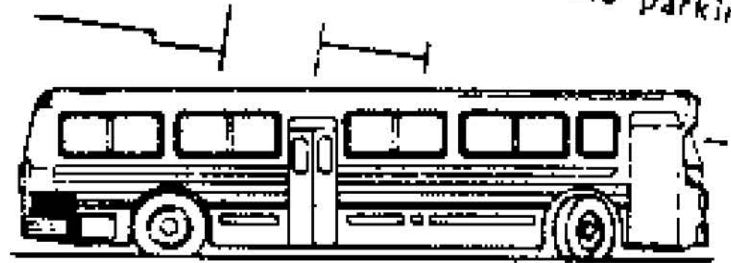
When it is necessary to leave the bus unattended at terminals, the engine must be turned off. Operators must leave the front doors open, set the hand or air-operated parking and emergency brake, place shift selector in neutral position (leave manually shifted buses in low gear), and if on a grade, front wheels of buses must be turned in the appropriate direction (See illustration). Operators must return to their buses in time to collect fares in the proper manner and to depart from the terminal as scheduled.

When parking headed downhill, turn the steering wheel clock-wise to the maximum, placing the front of the tire tread gently against the curb or, if no curb, toward the side of the road. Then set the parking brake.



**DOWNHILL
PARKING**

When parking headed uphill, turn the steering wheel counter clock-wise to the maximum, placing the rear of tire tread gently against the curb or, if no curb, toward the side of the road. Then set the parking brake.



**UPHILL
PARKING**

On level ground or where there is no curb, turn wheels to the maximum, toward the side of the road so bus will not roll into the street if the brakes fail.

2.52 Rear Door Interlock

The rear door interlock must not be used as a brake. When loading or discharging

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passengers, the brake foot pedal must be depressed, rather than relying upon the interlock.

2.53 Station Operations

Operators must use extreme caution and operate at a safe speed, never in excess of five (5) miles per hour or as otherwise posted when entering, leaving or operating through a station.

2.54 Announcing Departure from Stations

Operators must determine that the bus' scheduled departure has been announced prior to departing from a Station.

2.55 Purchasing Tickets at Stations

At stations, Operators must not refuse to accept a cash fare when scheduled departure will not allow passengers time to purchase tickets and board the bus.

2.56 Restroom Facilities—Passengers

On Interurban Lines, passengers will sometimes wish to avail themselves of restroom facilities at the stations or agencies through which our buses operate. When requests

are received from passengers to use these facilities at a Station where they are available, an attempt must be made to accommodate them. Passengers must be given a reasonable amount of time to use restroom facilities and operators will not leave passengers behind without first notifying the Radio Dispatcher.

2.57 Unattended Bus at Stations

At Stations where waiting room facilities are available and open, the Operator may close the front doors of the bus when leaving it unattended, provided there are no passengers on the bus. The operator must return to the bus in time to collect fares in the proper manner and depart from the station as scheduled.

2.58 Attention while Driving on Freeway

When operating on a freeway, the Operator must devote full attention to driving and traffic conditions. Operators must not use any part of the dash, side panel or handbrake for a footrest nor assume any other unsafe or unnatural driving position.

2.59 Freeway Operation - Speed

The speed of a bus on the freeway must be governed by traffic and road conditions and the following distance must be sufficient to allow for safe stopping under emergency conditions. The maximum posted speed limit must not be exceeded at any time. The posted exit speeds are the estimated safe speeds for automobiles, and in most cases the speed of a bus must be reduced to ten (10) MPH below that of the posted speed. In wet weather, in order to operate in a safe manner, a greater reduction of speed may be necessary.

2.60 Freeway Lanes

The freeway lanes are numbered from the center of the freeway by direction. As an example, the left lane nearest the center of the freeway is Lane No. 1, and the next lane on the right is Lane No. 2, etc. Two or more buses must not be operated side by side in adjacent lanes, except where it is necessary for the purpose of entering or leaving the freeway.

Section (21654 (a)) of the California Vehicle Code requires that any vehicle which

is being driven at a speed less than the normal speed of traffic moving in the same direction is to be driven in the right hand lane of traffic.

Operators must use defensive driving techniques at all times paying particular attention to following distance and avoid unnecessary lane changing.

2.62 Freeway Emergency Call Box

The emergency call boxes on the freeways are handset telephones connected directly to the California Highway Patrol Switchboard and are spaced approximately 1/4 mile apart in each direction on the freeway. The boxes are painted yellow, and a blue sign with white lettering has been installed above each box reading "Call Box".

When a bus is disabled on the freeway, and not radio equipped, the Operator must attempt to move the bus safely to the right shoulder, then proceed to the nearest call box, notify the CHP of the location, direction, call box number, the line and bus number involved, and request the information be forwarded to our Radio Dispatcher. Extreme care must be taken while walking

along the shoulder to or from one of these call boxes, as pedestrians are not expected on the freeway. In no event is the freeway to be crossed in order to reach these boxes.

2.63 Railroad Crossing

Operators must exercise extreme care and take every precaution to make certain that railroad crossings can be safely negotiated before driving a vehicle over such crossings.

2.64 Approaching
Railroad Crossings

Operators must approach every railroad crossing during the last one hundred (100) feet under control and at a speed not to exceed fifteen (15) miles per hour.

Coasting with gears in neutral or clutch disengaged on approach to any crossing is prohibited.

2.65 Stop Required at Grade

Except as provided, every Operator, upon approaching any railroad crossing must bring the bus to a complete stop in the right-hand or curb lane, or the appropriate left turn lane if a left turn immediately

after the crossing is necessary, at a point from which Operator can see clearly the tracks in both directions; but in any event, such stops must be made not less than fifteen (15) nor more than fifty (50) feet from the nearest rail of the crossing. After making the required stop, the Operator must not start to drive over the crossing until having listened for the sound of, and looked in both directions along the track for the approach of any train and, further, if necessary the Operator must alight from the bus and visually inspect the track to determine that the course is clear and that the crossing can be negotiated safely.

If the crossing is protected by gates, the stop must be made at a location that will not interfere with crossing gates when they are lowered. No Operator will proceed through, around or under any railroad crossing gate while such gate is closed; nor will an Operator raise or attempt to raise a railroad crossing gate for any reason.

2.66 Stop Not Required

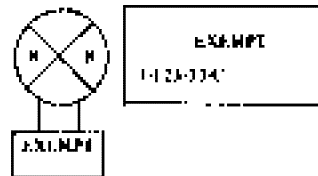
The complete stop required by Rule 2.65 shall not be required at a crossing protected by a police officer on duty directing traffic;

or if there is a traffic signal on the nearside of the track for the bus' direction of travel and that signal is activated to flash red by approaching trains, the crossing is considered to be signal controlled for that direction of travel.

The above paragraph shall not relieve an Operator from full compliance with Rules 2.63 and 2.64.

2.67 Exempt Grade Crossings

Operators are not required to make a complete stop as specified in Rule 2.65 at grade crossings where the "exempt" sign (reproduced below) has been installed. Stops must be made however, when a train is approaching or occupying the crossing or when, for any reason, the Operator cannot see or read such a sign from the Operator's position.



The preceding paragraph does not relieve an Operator from full compliance with Rules 2.63 and 2.64.

2.68 Crossing Railroad Tracks

After making a stop at any railroad crossing, gearshift buses must not be shifted out of the gear in which the start has been made until all tracks have been crossed. The speed of automatic shift buses must be controlled so that a shift is not made until all tracks have been crossed.

Under no circumstances will an Operator attempt to cross railroad tracks when an electric or mechanical device or a flagman gives warning of the approach or passage of a train or car, or if an approaching train is visible or is emitting an audible signal and by reason of its nearness or speed is a hazard.

If an operator is stopped at a railroad crossing by a mechanical warning device or crossing gate and said device or gate is defective causing it to remain active, the Radio Dispatcher must be notified immediately. The Operator may, with the Radio Dispatcher's permission, proceed through a defective flashing warning light provided the Operator first alights from the bus and makes an on-site visual inspection of the track in both directions. Defective crossing gates must never be altered in any

Except when overtaking and passing a vehicle, buses in caravan must maintain a minimum following distance of 300 feet between units of the caravan, so as to en-

2.70 Caravans

Upon the approach of an authorized emergency vehicle giving audible signal or siren, the Operator of District equipment must yield the right-of-way immediately to a position parallel, and as close as possible, to the right-hand edge of the highway or street and clear of any intersection. The Operator must remain in such a position until the emergency vehicle has passed, except when otherwise directed by law enforcement officers.

2.69 Emergency Vehicles

Should a bus become stalled on tracks, the Operator must immediately request and assist passengers to alight to a place of safety and then make every effort, under the existing conditions, to stop trains approaching from either direction.

Operators must request supervisory assistance from the Radio Dispatcher, in manner to permit the passage of a bus.

To avoid damage to equipment (brakes, etc.), buses must never be operated through

2.73

Deep Water

When approaching or passing locations where workmen are in the street, street excavations or any other hazardous conditions, Operators must operate at a reduced speed under control, prepared to stop.

2.72

Street Excavation, Workmen or Other Hazards in the Street

When passing school buildings or grounds near the roadway, during recess or while children are going or leaving school buildings during open hours, or while the grounds are used by children as a playground, Operators must proceed with extreme caution.

2.71

Churches, Hospitals and Schools

When passing churches during hours of service and when passing hospitals, operate quietly. Horn must not be sounded unless necessary.

able any other vehicle to overtake or pass.

water over eighteen (18) inches deep.

2.74 Pedestrians

If a pedestrian occupies a crosswalk, either marked or unmarked, District vehicles must come to a stop and allow pedestrian to proceed. Should the pedestrian signal the Operator to proceed, the Operator must not proceed, but remain standing until the pedestrian is in the clear.

Operators must not give hand signals to pedestrians or other users of street or highway indicating that they may proceed.

2.75 School Buses, Stop for

The Operator of any vehicle must not pass a school bus from either direction when school children are boarding or alighting and when the school bus red flasher lights are operating. All vehicles must stop and wait for the school bus lights to stop flashing before proceeding. This law is excepted when the roadway is divided, and the school bus is stopped on the other side of the divider or when an intersection is controlled by a traffic control officer or an official traffic signal.

2.76 Funeral Processions

Operators must not drive through or otherwise interrupt a funeral procession.

2.77 Fire Hose

Operators must not drive over a fire hose unless the hose is covered by a hose bridge.

2.78 Transporting Newspapers and Other Articles

Newspapers, news copy, and certain other articles that have been authorized by the District to be carried by the Operator, must be carried and delivered to their destination.

2.79 Carrying of Animals

Animals must not be carried on District passenger equipment with the following exceptions:

"Guide" or "Seeing Eye" dogs (dogs trained to lead the blind), when guiding a blind person, "Signal" dogs (dogs trained to aid the hearing disabled) and "Service" dogs, (Dogs trained to aid the physically disabled) will be carried free of charge. "Guide Dogs", "Service Dogs" and "Signal Dogs" will not be permitted to occupy a seat. They do not have to be muzzled.

If a passenger finding an article refuses to

turned in,

the Lost Article Tag when the article is address of the passenger must appear on ed over to an Operator, the name and an article is found by a passenger and turn- upon completion of the tour of duty. If to turn it in to the Division Dispatcher article, or who received it from the finder, sibility of the Operator who found the otherwise instructed. It will be the respon- on the date found by the Operators, unless upon District property must be turned in Articles found on the street, in buses, or

2.80 Lost Articles

If one dog is already on the bus, the Operator must tell additional persons attempting to board the bus with a "Guide", "Service" or "Signal" dog that a dog is already on the bus. These dogs are trained not to be aggressive, but there is a possibility of aggression between any two animals. Let the boarding passenger be the judge.

A small dog or other pet securely enclosed in a suitable carrier, the size of which does not interfere with the comfort or convenience of other passengers, may be carried on buses by a passenger paying regular fare.

give it up, Operator must procure their name and address, if possible, and submit a Miscellaneous Report giving all available information, including a description of the article in question and names of any witnesses.

Information concerning lost articles must not be given to persons inquiring about them. They must be directed to the Lost Articles Department. Operators must not contact in person or by telephone any person whose property may have been found.

Perishable food items may be retained by the Operator, provided a Miscellaneous Report is submitted, stating in detail all the necessary information and agreeing to pay for the item should it be claimed. Otherwise, such items must be turned in, in the usual manner.

Should the owner of an article make claim before it has been sent to the Lost Articles Department, it may be surrendered, provided the owner can identify the article or its contents to the complete satisfaction of the Operator. A receipt must be obtained for the article, indicating the person's name, address, telephone number and proper identification. If the article is not

All accidents involving serious injuries or death to persons or animals, or extensive damage to equipment or property, must be reported immediately to the Radio Dispatcher by the Operator involved. Report all other accidents or incidents which require an accident report on the radio or first available telephone where one can do so without causing unnecessary delay to the service.

Any accident or possible claim of accident, damage to equipment, injury or possible injury or physical alteration requires an accident report on the day of occurrence or as soon thereafter as possible. In addition, all accidents must be reported on the "Operators Bus Condition Report," including any defect which in the Operator's judgment may have contributed to the accident.

Accident Reports

2.81

properly identified, it must be turned in, in the manner prescribed. The Radio Dispatcher must be notified immediately upon finding valuable articles or important papers.

2.82 Hold-Ups- Disturbances --Altercations

In case of a hold-up, be governed by the demands of the hold-up man; do not offer any resistance. Maintain calmness and be observant. Attempt in a safe and prudent manner to obtain a description of the hold-up man, any accomplices, and the method of operation. The following are important items that are necessary and helpful in providing a complete description for apprehension of suspects. Every Operator should be familiar with these items.

Height, Weight and Age—These items are most easily estimated by comparison with the Operator's own height, weight and age.

Ethnic Background, Complexion, Color of Hair and Eyes—Complexion can be described as dark, light, florid, sallow, freckled, etc. Hair is usually dark, light, sandy or red. Eyes are either blue, grey or dark.

Marks, Scars, Facial Disfigurements or Manner of Speech—Particular attention should be paid to whether the hold-up man has any identifying marks on his face or body such as birthmarks, moles, pock

marks, scars, tattoos, etc. It is also important to note whether features are thin, sharp or rounded. The facial identifications are very important in case the Operator should be called to make an identification. Attention should be paid to the manner of speech, noting whether it is quick, slow or nervous, and any type of accent or speech impediment.

Description of Dress--Particular attention should be paid to the type and color of clothing worn.

The Mode of Operation--The method is also very important. The Operator should note whether the knife or gun is carried in the right or left hand, and get a description of the knife (when used), or the type and caliber of the gun (when used), if possible.

Mode of Transportation Make, color and license number of vehicle (when used). Immediately upon sensing danger, the Operator must activate the silent alarm switch to alert supervisors or law enforcement officers in the area, or on the radio buses, to alert the Radio Dispatcher.

As soon as it is safe to do so, the Radio Dispatcher must be called, on the radio or

at the nearest telephone for instructions.

Should police or supervisors respond to the flasher signal, Operators must furnish them the information outlined in this section.

Operators must notify the Radio Dispatcher as soon as possible when suspicious characters are observed loitering around terminals or District property. If any suspicious persons are observed in an automobile parked at or near the terminals, the license number must be obtained, if possible, together with the make and color of the automobile prior to contacting the Dispatcher.

2.83 Witness Report

A Miscellaneous Report is required in reporting an accident or incident which happens within fifty (50) feet of a District vehicle, even though the District vehicle is not involved, or the explanation of any occurrence requested by proper supervisory personnel.

2.84 Requests for Assistance

Request for police, fire, medical assistance, ambulance service, or help for any reason,

whatsoever, must be made through the Radio Dispatcher. In case of an emergency, Operators may request assistance of police when request can be made personally to officers conveniently located. However, the Radio Dispatcher must then be notified as soon as possible.

2.86 Miscellaneous Reports

Miscellaneous Reports must be used to report any unusual occurrence or condition not requiring an Accident Report, such as witnessing an accident, verbal altercation, arrests, disfiguring of the bus, broken or cracked windows of unknown cause, cut seats, B.O. fare boxes, delays, blockades of unusual length, passing up passengers, low overhanging tree branches, insufficient or excessive running time, overloads, etc. The Division Dispatcher will determine the type of report to be submitted.

2.87 Courtesy Cards

In the event of an accident or incident, it is extremely important to obtain as many Courtesy Cards as possible. When approaching people to obtain their names, be courteous and businesslike. Start at the

rear of the bus and ask the passengers, "Would you please fill out this card? I am required to account for all passengers who were on the bus at the time of the accident (or incident)." Operators must obtain the names and addresses of as many passengers as possible and of persons in the street or immediate vicinity. When Courtesy Cards are returned, check them carefully to see that they are legible. When law enforcement officers are present, it will be sufficient to obtain their badge numbers. Courtesy Cards must be turned in immediately after they are received.

All Operators must have in their possession while on duty an "Accident Kit" consisting of at least fifty (50) Courtesy Cards, ten (10) courtesy pencils, and an accident information envelope.

2.88 Procedure at Scene of Accidents

Check time and exact location. In case of injuries, protect the injured party, but do not attempt to move them. Do not volunteer ambulance service or ask persons if ambulance is desired unless it is obvious that such service is necessary. However, if person requests an ambulance, immediately call the Radio Dispatcher. If any personal

injury is evident, vehicle must not be moved until Radio Dispatcher is notified and orders issued by proper authority.

If involved with another vehicle, obtain name and address of driver, owner, and other occupants of vehicle involved. Check driver's license and insurance company.

Obtain make, color, model and year of vehicle involved, and license number (year and state) and extent of damage.

Pass out Courtesy Cards to bystanders and other persons in a position to have seen the accident and to passengers on your vehicle, even though they claim not to have seen the accident. Indicate on the card "non-passenger" if bystander. If an ambulance is called, note the time of arrival, name of ambulance service and unit number, badge number of police officer and name of hospital to which the injured person was taken. Call the Radio Dispatcher for further orders as soon as accident is cleared.

In case of a collision where no injury is involved, but property damage is evident, Operator must call the Radio Dispatcher as soon as possible.

2.89 Identification at Scene of Accident

At the time of accident, Operator must supply the following identification to other party involved:

1. Name
2. Badge Number
3. Division Number
4. Vehicle Number
5. Operator's License Number
(on request)

If a law enforcement officer requests any of the above information, including Operator's home address, it shall be given.

2.91 Striking Fixed Object or Unattended Vehicle

If a fixed object or an unattended vehicle is struck by a District vehicle, the Operator must make reasonable effort to locate the property owner or driver of the vehicle. If unable to locate the vehicle owner, the Operator must leave a written note in a conspicuous place on the vehicle struck, giving the District vehicle number and the name and address of the District. Then notify the Radio Dispatcher. Upon arrival at the Division, submit an Accident Report.

2.92 Subpoena or Summons

If an Operator is contacted and a request is made for information about an accident or incident, the party must be referred to R.T.D. insurance representatives. If any mail is received, requesting information about an accident or incident containing a subpoena or summons, it must be reported to the Division Manager immediately.

2.93 Confidential Information

Mechanical condition of equipment and particulars regarding an accident must not be discussed with anyone except District Supervisory representatives or mechanics repairing equipment. Information regarding such conditions must be discussed confidentially and out of hearing of bystanders or passengers. Requests for information must be answered by stating the accident is still under investigation and refer the questioner to a higher District authority.

2.94 Unenforced Rule Report

The "Unenforced Rule Report" (Form 32-56A) is a method used to avoid situations leading to altercations and possible harm

to the Operator and/or passengers. The following are examples of instances where good judgment and the use of the report will avoid such situations:

1. Improper or no fare
2. Passenger smoking
3. Passenger(s) creating disturbance/annoyance.
4. Food-beverage on board (carrying or consuming)
5. Improper transfer
6. Smoking marijuana
7. Passenger playing radio
8. Other (Explain on reverse side of card).

Completed Unenforced Rule Reports must be turned in to the Division Dispatcher.

2.95 - CEA Unit Seat Belt Requirements

Operators must use the seat belt provided in CEA Units at all time while operating these vehicles, in keeping with California State Law. Any fine imposed by law enforcement officers as a result of violating this law will be the responsibility of each individual.

B.O. seat belts in CEA Units must be reported to the Division Manager by miscellaneous report.

SECTION 3 VEHICLE OPERATION

3.00 Pre-Pull-Out Safety Inspection

In order to conform to California Highway Patrol regulations and District requirements, the following items must be checked prior to pull-out:

Exterior:

- Headlights
- Taillights
- Turn Signals
- Clearance Lights
- Brake Lights
- Compartment Doors Secured
- Mirrors
- Engine Cover Secured
- Tires

Interior:

- Air Gauge
- Parking Brake
- Interior Lights
- Mirrors
- Seats (Operator and Passenger)
- Emergency Reflector Kit
- Fire Extinguisher
- Ventilation System
- Brakes
- G. E. Radio Green Power Light

Destination Signs
Horn
Windshield Wipers
Defroster
Steering Mechanism
Rear Door Interlock
Missing or Non-Operating
Speakers or Microphones
Rear Door Sensitive Edge/Push Bar
Front and Rear Door Operation
Kneeling Unit (Accessible Only)
Wheelchair Lift (Accessible Only)

3.10 Damaged Vehicles

Damage to Vehicles observed during Operator's Pre-Pull-Out Safety Inspection must be reported to the Mechanical Department and noted on the Operator's Bus Condition Report Card before pulling out.

When making relief a bus must be inspected for damage, and if damage is observed, it must be called to the attention of the Operator being relieved. The Radio Dispatcher must be notified immediately. Both Operators must submit Miscellaneous Reports.

Damage must be noted on Operator's Bus Condition Report.

3.11 Tampering with Equipment

Attempts to adjust, alter, or tamper with the position or normal operation of any District equipment, such as wheelchair lift, thermostats, governors, fareboxes, door mechanisms, radios, alarm system, etc., may result in disciplinary action.

The attachment by Operators of wires, hooks or clips to District vehicles is forbidden. Operators finding such objects attached, must notify the Radio Dispatcher and submit a Miscellaneous Report to the Division Manager stating the condition in detail.

3.12 Signs

Operators are required to display proper destination signs, route signs, dash signs, and bus run numbers at all times. When buses are operating out of service on pull-out, pull-in or off route trips, a "Not in Service" headsign, along with the route number and a blank dash sign, must be displayed, unless so indicated on the paddle board contained in special instructions, or as instructed by supervisory personnel. Operators are required to check dash signs prior to pulling out each day, to insure that

the bus is equipped with all the signs needed to complete the day's assignment. Dash signs must not be removed from another bus. Needed signs must be obtained from the Division Dispatcher.

Operators are not permitted to display or place in view of passengers any sign other than those specified.

3.13 Starting of Engines

Operators must not start the engine more than seven (7) minutes prior to the scheduled pull-out time.

Before starting the engine, the Operator must make sure that the parking brake has been properly set and the gear selector has been placed in the neutral position.

When building up air pressure, the fast idle device must be used on those buses so equipped. On buses without the fast idle device, no more than half throttle shall be used for air buildup. Operators must not accelerate the engine to a point that would cause damage to the engine, or that would result in complaints from residents of adjoining properties. (Racing engines at any time is strictly forbidden.)

3.14 Air Pressure

Air pressure must be built up to ninety (90) pounds PSI before engaging the transmission or moving the bus. If the air fails to build up to the required pressure, notify the Mechanical Department at once.

3.15 Testing of Brakes

Foot and hand brakes must be tested before leaving the yard. Slack or defective brakes must be reported to the Mechanic immediately. Any delay in pull-out that would result in a delay to service must be reported to the Radio Dispatcher immediately.

Except in emergencies due to failure of the foot brakes, the bus must come to a complete stop before setting the hand or air operated parking and emergency brake.

3.16 Bus Change Inside Division Yard

Operators who receive a bus change in a Division yard during pull-out preparations must, after receiving the bus change, notify the Radio Dispatcher either by radio, or telephone the number of the bus that will be placed in service.

3.17 Bus Change Outside Division Yard

In the event a bus becomes disabled on the road, the Radio Dispatcher must be notified immediately by bus radio or by telephone. Should mechanical assistance not arrive or a bus change not be made within thirty (30) minutes after the disabled call was made, and if there is no supervisor at the scene, the Operator must notify the Radio Dispatcher.

3.18 Testing and Use of Lights

Headlights, clearance, and taillights must be lighted during hours of "darkness" which are from a half hour after sunset to a half hour before sunrise, and at any other time when there is not enough light to clearly see any person, vehicle, or object at a distance of five hundred (500) feet. During these hours, on pull-out, in service, off-route and pull-in trips, all interior and destination sign lights on buses must be turned on. The only exception to this rule is on Interurban buses equipped with reading lights; when in service the dome lights may be turned off if the reading lights remain on, but only when operating on freeways or open highway, and not on city streets.

Interior lights on buses may be turned on during daylight hours at the Operator's discretion when the interior of a bus is darkened due to inclement weather, operating through tunnels (except the Gibson Tunnel on the Busway) or when shaded

streets and/or tinted bus windows reduce inside lighting to the point where normal vision is impaired.

All light circuits must be tested one (1) hour before sunset so that if necessary, replacement can be made before lights are needed.

High beam headlights must not be used when following a vehicle at a distance less than three hundred (300) feet, or approaching an oncoming vehicle at a distance less than five hundred (500) feet. High beam headlights must never be used to signal another vehicle.

Upon entering the Spring Street contra flow lane north of Ninth Street, the headlights on buses must be turned on (low beam) and remain on until departing the contra flow lanes. Beyond the contra flow, during daylight hours, or where use of headlights are not required, they must be turned off.

3.19 Care of Tires

Operators must operate their buses in such a manner that the tires do not come in contact with the curb, safety zone buttons,

sharp or large objects, or anything that could cause damage to the tire. In the event a tire does contact any of the above-mentioned objects, the Operator must make note of it on the Bus Condition Report.

In case of low air pressure or flat tires on any type of bus, which could result in a fire, immediately stop the bus in a safe place and notify the Radio Dispatcher.

3.20 Operators Vehicle Condition Report

Vehicle Condition Reports are provided for the purpose of reporting the condition of buses as required by law. After performing the pre-pull-out safety inspection or a damage inspection when making relief, Operators must place their badge number and the date in the proper place on cards. Should a bus become defective, damaged, involved in an accident, have a defective farebox, or if the fire extinguisher had been used, the defect must be noted in the proper box on the card. If no defects are found, the "No Defects" box on the card must be punched. This card must be kept in the receptacle provided until the bus is pulled into the yard. At this time, the Operator must place the card in the paddle board clip for the attention of the Mechanical Department.

When a bus is detained at an outside location, with a mechanical defect that is impairing its operation, the Operator must immediately report the condition to the Radio Dispatcher and note the defect on the card. Bus changes are occasionally required by the Mechanical Department, Radio Dispatcher, or at the request of the Operator. Refusal to accept a bus change can result in disciplinary action.

3.21 Operation Within Storage Yard

Operators must be alert and aware of the danger of injuring other employees and collision with other vehicles when maneuvering equipment in the yard. Vehicles must be operated at a safe speed according to conditions, but NEVER to exceed fifteen (15) M.P.H. Operators must observe all safety stops. This applies to all vehicles operating within the yard, including CEA units.

3.22 Backing the Bus

Before backing the bus, Operators must satisfy themselves that the movement can be made safely, intermittently sound the horn, and exercise extreme caution in making the move. If another District em-

ployee is available, he should be requested to monitor the rear of his bus during the back-up movement.

3.23 Parking

Parking in other than authorized locations within the Division yard is strictly prohibited.

3.24 Cleanliness of Vehicles

Before pulling out, the Operator must check the interior of the bus for cleanliness. Buses that are not clean and presentable must be reported to the Maintenance Department prior to pull-out. It will be the duty of each Operator to keep the interior of the bus clean and free of debris at all times. In instances where the bus becomes soiled in a manner that would cause damage to clothing or discomfort to passengers, the Operator must contact the Radio Dispatcher by radio or telephone for instructions at the first opportunity. Accumulated paper and other refuse must be deposited in the receptacles provided for this purpose on the bus and at terminals.

3.26 Ventilation

Buses must be ventilated to conform to the weather, and the comfort of the passengers and the Operator. On buses with air-conditioning, should the air-conditioning fail, Operators must use all available SAFE means to ventilate the bus. When there is a difference of opinion among passengers, Operators must try to comply with the wishes of the majority.

3.27 Heating, Ventilation and Air Conditioning

On buses equipped with automatic heating and ventilating systems, the switch must be left in "normal" position at all times, unless an excessive amount of hot or cold air is apparent, at which time the Radio Dispatcher must be called for instructions. If the Radio Dispatcher orders an Operator to proceed with the switch in the "off" position, a Miscellaneous Report must be turned in to the Division Manager stating the time, bus number and circumstances involved. Many of our buses are equipped with air-conditioning for the comfort of the Operators and passengers. The air-conditioning must be turned on whenever it is warm enough in the bus to warrant the

use of the air-conditioner. All windows must be closed when the air-conditioning is on. The Operator may open the side window next to the driving position far enough to permit sounds of sirens, trains, etc., to be heard. Except on RTS buses, the Operator's window should not be opened to the full extent unless required for the purpose of hand signals.

3.28 Proper Use of Controls

The controls of vehicles must be handled at all times in a smooth and efficient manner to assure passenger safety and comfort. Under no condition shall any door control be engaged while in motion or for braking purposes.

3.29 Gauges

The Operator must observe all gauges and the indicator lights at frequent intervals to be sure all systems are functioning properly. The air gauge must be observed to make certain that sufficient air pressure is maintained to properly operate the brakes. Gauges and indicator lights must never be obstructed from view in any manner at any time.

3.30 Operation "Under Control"

"Under Control" operation means that the vehicle must be operated at all times in such a manner that a stop can be made safely with a normal application of the brake. Operators must not conduct any transaction while their vehicle is in motion if such transaction would require the removal of both hands from the steering wheel. Operators must not assume any unnatural or unsafe driving position, and must not engage in any activity that could, in any manner, interfere with the proper observation of traffic or the safe operation of the vehicle.

3.31 Adjustment of Mirrors

The two outside rear view mirrors located on the right and left front corners of the bus must be adjusted to the following maximum positions. The distance that the left side mirror can be adjusted from the side of the bus is governed by the length of the arm. The maximum distance that the right side mirror must be set to extend to the right of the bus will be "that the left side of the mirror must not extend beyond the side of the bus at the mirror level." The edge of either mirror must be adjusted

perpendicular to the side of the bus.

3.32 Following Distance

Before proceeding, allow the vehicle ahead to move forward at least fifteen (15) feet. After starting, allow sufficient distance between the District vehicle and the vehicle ahead to permit, if necessary, a normal stop instead of an emergency stop. So called "tailgating," the consequence of which could be a rear-end collision, or injury to a passenger due to a sudden stop, is prohibited. Minimum distance between District vehicles and other vehicles when stopped is five (5) feet or more if safety requires it.

Extreme caution must be used when operating within principal business districts or in any congested areas. The speed of the vehicle must be governed to avoid unnecessary use of the brakes. When operating in a principal business district or any congested area, the bus must be operated in such a manner to prevent unnecessary stops and starts.

3.33 Operating Speed

Operators must try to maintain scheduled

time at a safe, prudent and careful speed with due regard to traffic and other conditions, and in no event in a manner that would endanger the safety of persons or property.

3.34 Speed Limit

Vehicles must not be operated at a speed greater than the legal or restricted speed limit.

3.35 Turns

When making a right or left turn, the speed of the bus must be regulated to assure safety of bus and comfort of passengers. When making a right turn, Operators must position their bus so that no other moving vehicle can operate between the right side of the bus and parked vehicles or the curb. On left turns, where there is more than one left turn lane, the turn must be made from the left turn lane farthest to the right.

3.36 Curves and Dips

When approaching and operating through curves and dips, speed must be reduced sufficiently to avoid any discomfort to passengers or damage to equipment.

3.37 Weather

During inclement or foggy weather, heavy traffic, or dangerous road conditions, vehicles must be operated under control, and when necessary, the schedule must be sacrificed for safety. When it is necessary to use windshield wipers, both wipers must be used.

3.38 Slow Orders

In the vicinity of the Greyhound Station on Sixth and Seventh Streets, between Wall and Los Angeles Streets, on Wall Street and Maple Avenue, between Sixth and Seventh Streets, buses must not exceed fifteen (15) miles per hour.

On Grand Avenue between 3rd and 5th Streets and on Hill St. between 3rd and 6th Streets buses must not exceed 15 miles per hour.

Reduced speed orders for additional lines are listed on the route sheets and must be adhered to.

3.39 Directional Signals

District vehicles are equipped with directional signals. These signals must be properly used to indicate any intended change of direction; i.e., turns, negotiating bus zones, changing lanes, etc. Arm signals may be used to augment the directional

signals when considered necessary. Directional signals must cease to be given at the completion of the change.

3.40 Traffic Signals

Operators on all vehicles when approaching intersections which are governed by traffic signals must do so at a rate of speed that will enable them to stop with normal application of the brakes before entering the crosswalk or intersection, should signal change to "red."

Upon approaching an intersection, it shall be the responsibility of each operator to determine if there is sufficient space farside to allow total clearance of the cross-street and its pedestrian crosswalk before entering the intersection. Even if traffic signals are green, a bus is not to enter any intersection where other buses or vehicles on the farside do not leave room enough for a following bus to totally clear that intersection before stopping.

Operators waiting at the signal must not start until the signal indicates "go" and the intersection is safe to enter. Operators must never start and enter an intersection on "caution" light. Buses stopped at a normal nearside zone in the first position must remain in that position until signal indicates "green" or "go."

3.41 Emergency Buzzer and Warning Lights

Buses are equipped with an emergency buzzer and warning lights which are controlled by the Master Run Control Switch. This switch must be in the "on" position at all times when the engine is running. This switch activates the gauges on the dash, the warning lights, and the emergency buzzer system. When the Master Run Control Switch is turned off, the Operator will receive no warning of any malfunction which could result in severe damage. In the event a warning light shows, or the buzzer sounds, the bus must be pulled to the extreme right side of the road, out of the normal flow of traffic, and the engine shut off as soon as possible.

Call the Radio Dispatcher, explain the trouble and be guided by his instructions. This procedure must be followed even when operating on the freeway. Operators must never add water to a hot engine.

3.42 Emergency Transferring of Passengers

Whenever it becomes necessary to transfer passengers from one bus to another due to mechanical failure, the transfer must be made in a manner that will assure the great-

est amount of safety to the passengers. If possible, the bus must be parked in a position clear of all traffic lanes. After the bus is positioned in a safe location, the Operator must place emergency reflectors in proper position and attempt to flag the first available bus, directing it to a position clear of all traffic, if possible.

If it becomes necessary to transfer passengers on a freeway, transfer must only be made in the lane nearest to the right or on the shoulder. Passengers must not leave the disabled bus until both Operators are in a position to assist in the transfer. On Busway, see Busway Section.

3.43 Hazard Warning Four-Way Flashing Lights

Should a bus become disabled on surface street or freeway, Operator must activate the vehicle's four-way hazard warning lights. Should a bus not have a hazard light system, Operator must raise the engine cover of the bus. In areas where possible, emergency reflectors must be used.

3.44 Pushing and Towing

Pushing or towing of any District Passenger vehicle by any vehicle except emergency

vehicles is forbidden, unless authorized by the Radio Dispatcher or other supervisory personnel. Before a vehicle is pushed or towed all passengers must be requested to alight.

3.45 Mechanic Working on a Vehicle During a Road Call

If a mechanic places a cover over the steering wheel which reads, "Danger: Man at Work," Operators must make no attempt to manipulate the controls of the vehicle unless specifically ordered to do so by the mechanic performing the work; nor shall the Operator remove the cover from the steering wheel without permission from the Mechanic.

3.46 Broken Glass

Whenever an incident of broken glass is observed by the Operator, the Radio Dispatcher must be notified immediately, and an Accident Report submitted at the completion of the assignment.

3.47 Buses, Standing

Foot brakes must be applied at all times while passengers are boarding or alighting.

or while bus is standing without hand-brake applied. Whenever the Operator leaves his seat for any reason (such as changing signs, adjusting mirrors, etc.), the hand or air operated parking brake must be set and shift lever placed in neutral position. The motor may be left running except when it is necessary for the Operator to alight from the bus.

3.48 Door Operation

Operators must not start the bus until the doors have been closed and must not open the doors until the bus has stopped. The rear door by-pass switch must only be used for the purpose of holding the rear doors open when children, elderly persons, physically handicapped or other passengers who, in the Operator's judgment, may have difficulty alighting. Problems relating to doors must be reported to the Radio Dispatcher.

3.49 Vehicle Check at Terminal

Upon arrival at terminals, Operators must immediately select their proper destination signs and then inspect their buses for:

Sleeping or Intoxicated Persons
Lost Articles

Damage to Equipment
Low Tires
Loose Advertising Signs
Proper Lights (At Night)

3.50 Grade Operation

Buses must not be held on an upgrade by depressing the accelerator to elevate engine RPM's. When starting vehicles on an upgrade, extreme caution must be used to prevent vehicle from rolling back after brakes are released and before accelerator is depressed.

Before reaching the crown of a downgrade, Operator must regulate vehicle speed so that the vehicle will be under control until completion of the grade.

SECTION 4 – CODE OF CONDUCT

400 General

The District expects its employees to be courteous and treat fellow employees and patrons with respect. Words or acts of hostility to any of its patrons, officers, agents or employees will not be tolerated. Every District Operator must remember that only through our full cooperation and total working effort can the District prosper. As employees of a public agency, each of us has the obligation to conduct ourselves in a manner befitting the public trust.

4.10 Discipline

Operators who are careless of the safety of themselves or others, indifferent in the performance of their duties, or who commit acts of discourtesy, dishonesty, intemperance, insubordination, immoral conduct, fighting, gross carelessness, gross misconduct, conduct unbecoming an Operator, violation of rules, excessive absenteeism, not properly accounting for passengers or revenues, willful neglect, making false reports or statements or concealing facts concerning matters under investigation, failing to report an accident, or failing to

make proper effort to procure witnesses will be subject to suspension or discharge.

4.11 Fighting

Fighting is prohibited, except in self defense. Operators must use good judgment to avoid excessive use of force. Operators must not alight from the bus to pursue any individual for the purpose of conflict. Violation of this rule could be construed to be gross misconduct and could result in suspension or discharge.

4.12 Language and Conduct

Operators must conduct themselves in a respectful and civil manner. Boisterous actions or profane language is not permitted or to be tolerated.

4.13 Horseplay

Horseplay is prohibited while on duty, or on District property. Operators causing injuries resulting from horseplay may be held liable for compensation and medical expenses paid to the injured party.

4.20 Arrest

All cases of arrest of Operators (either on or off duty), or citations for traffic violations while operating District equipment, must be promptly reported to the Division Manager and a written report must be made as soon as possible.

Conviction of a felony or any misdemeanor bringing discredit upon fellow employees or the District may be construed to be gross misconduct and could result in suspension or discharge.

4.30 Intoxicants, Narcotics, or Drugs

The use of intoxicants, narcotics, or other harmful drugs by Operators either on duty or subject to duty is forbidden. Operators must not be under the influence of, nor shall their ability to perform their duties be impaired by, any intoxicants, narcotics, amphetamines or derivative thereof, or any other harmful drug or medication. Operators must not have such items in their possession, or the odor of intoxicants on their breath, when reporting for duty, on duty, or on or about District property. Operators suspected of being under the influence of alcohol or drugs or the residual

effects of drugs may be required to submit immediately to a chemical test. Refusal or failure to submit to this test immediately will constitute a gross misconduct violation and the Operator will be subject to suspension or discharge.

4.40 Tobacco -- Prohibited

Operators must not smoke while operating a bus in service, hold in their hand or mouth, or place on the instrument panel of the bus any cigar, cigarette, or pipe at any time or location while in service. Operators must not smoke at or near fuel tanks or pumps, or any other restricted area. Operators must not smoke while operating a bus on any freeway or busway in or out of service. Chewing tobacco and snuff are prohibited at all time while on duty.

4.41 Tobacco -- Permitted

Operators may smoke while operating a bus on any "Not in Service" trip where it is safe to do so, EXCEPT when travelling on any freeway or busway. Operators may smoke on the bus at the end of the line during layover, but must use good judgment to avoid conflict with passengers. At terminals or stations where a definite

time is given for pulling into a loading position, Operators may smoke on the bus in the layover area until time to pull into the loading position.

4.42 Smoking Restrictions

Operators must not light a cigar, cigarette, or pipe at any time when a bus is in motion.

Operators must not throw lighted cigarettes, cigars or matches from a bus or C.E.A. unit at any time.

4.50 Garnishments, Assignment of Wages

Operators who fail to meet their financial obligations, resulting in garnishments for more than one judgment may be subject to disciplinary action.

4.60 Employment Exclusive

Specific written approval from the Division Manager must be received before an employee may become identified with or engaged in any other business or employment.

4.70 Gaming Restriction on District Property

Gaming in the Divisions is restricted to

District employees who are working that day. Dominoes, ping-pong, pool, checkers, chess and R.T.D. authorized mechanical games are permissible. All forms of gambling are forbidden while on duty or on District property.

Provisional permission is granted for operator personnel to play cards in the train rooms, subject to the following constraints:

1. Absolutely no gambling of any kind shall be permitted. No money, chips, tokens, or any money "substitute" may be used.
2. No card games generally associated with gambling may be played. These games include, but are not limited to, poker, black jack, red dog, or acey ducey.
3. Loud or boisterous behavior is prohibited.
4. Card playing on buses or in any area other than the train room is expressly prohibited.

Any single deviation from these constraints will result, minimally, in a suspension of

the card playing privilege for at least 90 days at the division in which the deviation occurs. This means that abuse of the card playing privilege by only one or two operators will result in all operators losing the privilege.

The playing of cards, dominoes, checkers and chess will only be permitted during designated hours. The above recreational activities will be permitted providing there is no interference with Division operations.

4.80 Unauthorized Use of District Property or Time

The unauthorized use of District property, time or personnel for other than District business is forbidden.

4.81 Safeguarding District property

Operators must protect District property by storing equipment properly, particularly at outside locations. Care in the operation and use of District equipment must be exercised. Acts of vandalism and all other incidents involving damage must be reported as soon as possible.

4.90 Solicitation

Soliciting money or public support by employees for political, religious, social or other causes while on duty or on District property is not permitted without the written consent of proper District representatives. Operators must not allow anyone to solicit from or otherwise disturb passengers, or allow unauthorized materials to be distributed or displayed on District property or passenger vehicles.

Making lewd or suggestive remarks to passengers, or soliciting addresses and telephone numbers is prohibited.

4.95 Transporting Relatives and Friends

Transporting relatives, friends, or other non-authorized personnel on Not-in-Service trips or in C.E.A. units is prohibited.

4.96 Beverages on Board

The carrying of a beverage on board a District vehicle is permissible under the following conditions:

1. In Division yards during the period operator is preparing a bus for pullout.

2. At terminals and layover zones during layover providing there are no passengers aboard the bus.

Beverage containers must not be placed on dash panels of vehicles or in any such manner that, if spilled, would damage the controls or wiring of the vehicle. Beverages must not be consumed at any time a District vehicle (CEA unit or bus) is being operated or when Operator is riding as a passenger or traveling on a deadhead vehicle. All empty or unused containers must be placed in trash receptacles and area inside the vehicle must be kept clean.

Beverages which are to be kept on the bus when it is moving must be kept in a secure position and in a closed, spillproof container.

SECTION 5 – APPEARANCE

5.00 General

When reporting for duty, Operators' uniforms must be neat, clean and properly pressed and shoes must be shined (See Rule 6.00).

5.10 Hair

Operators' hair must be neatly trimmed and well groomed. For safety reasons, hair must not hang over the eyes or interfere with peripheral vision. Male Operators' hair must not touch or extend below the shoulders.

5.11 Moustache, Beard and Sideburns

Moustache, beard and sideburns, when worn, must be neatly trimmed and well groomed.

5.20 Accessories

Only the following listed items may be worn in addition to the uniform:

A. Hairclips or Barrettes

Hairclips and barrettes must be conser-

vative in size. Headbands, wristbands, ribbons and scarves are not permitted.

B. Jewelry

Jewelry, if worn, must conform to the following standards:

Wrist--Wrist watch and medical type bracelet only.

Rings--Limited to one on each hand of conservative size. Engagement and wedding rings are considered one ring.

C. Sunglasses

Sunglasses may be worn during the day. However, dark lenses must not be worn after sundown for safety reasons.

D. Name Badges

Wearing of name badges is optional.

E. Union Emblems

Operators may wear union emblems not to exceed 1½ inches in diameter on their jackets, shirts or blouses. Only one (1) emblem will be worn at one time.

F. Safe Driver and Service Awards

Operators are encouraged to wear their most recent award.

G. Miscellaneous Accessories

Items having political or social implications must not be worn or displayed on personal or District equipment.

SECTION 6 UNIFORMS

6.00 Uniforms

Operators whose duties require a uniform must be in full uniform, as prescribed in this book, while on duty. This includes reporting for instruction or additional qualifications whether or not being paid. Employees who are off duty must not wear the uniform at any time or place that may bring discredit to the District.

Operators will be considered on duty from the time they report to the dispatcher to sign-on until they sign-off at the end of their assignment.

Failure to report to work in full uniform may result in removal from service until a full uniform is worn.

6.05 Minimum Uniform

The prescribed minimum uniform must be worn when on duty. The wearing of partial uniforms will not be permitted except for new employees who have less than 90 days seniority. Immediately upon completion of the 90 days probation period, the employee is required to wear the minimum

uniform when on duty. The minimum uniform is:

Male Operators: Uniform Shirt; Uniform Trousers; Brown Belt, Shoes and Sox; or Black Belt, Shoes and Sox.

Female Operators: Uniform Blouse; Uniform Trousers; Brown Belt, Shoes, Sox or Hosiery; or Black Belt, Shoes, Sox or Hosiery.

Student Trainees: (Less than 90 days) Uniform Shirt, and Dark Trousers.

All jackets, sweaters, shirts and blouses that are worn must bear the R.T.D. badge number emblem.

Complete specifications as to construction are available at each Operating Division.

6.10 Jacket

Specifications for Operators' jackets are: Eisenhower Style, brown elastique, 16 ounce, 55% dacron polyester, 45% wool. Melton Style, fur collar, zipout lining, 50% tri-lobac nylon, 50% spun rayon.

6.20 Trousers

Mens' and ladies' designs. Western style front pockets with modified flare bottoms.

Fabric and color must be the same as the jacket. Creased edges of trousers may be sewn.

6.30 Shirts and Blouses

Short or Long Sleeved, Permanent press Klopman Fabric Utopic Plus No. 5409, 65% dacron polyester, 35% combed cotton. Blouses short sleeves only. The top collar button and second button only will be unbuttoned if a necktie is not worn. Creased edges of military press may be sewn.

Square tailed female blouse may be worn either inside or outside the trousers at option of wearer. When sweater or jacket is worn, blouse must not show below outer garment.

Operators wearing long sleeve shirts may turn up the cuffs a maximum of two turns.

6.31 Shirt and Blouse Colors

The following colors are approved for wear:

Quarry Tan—No. 5837C

Glacier Blue—No. 0624C

Imperial Yellow—No. 6377C

Byzantine Gold—No. 6700C

Seville Orange—No. 6701C

Choice of above colors determined by each individual operator.

6.40 Sweaters

Brown Cardigan or Sleeveless, approved style.

6.50 Shoes

Black or dark brown, solid color. Polishable finish. Limit on heel, 1 3/8 inches high at instep, sole 1/2 inch thick. Closed toe, conservative style.

Dress Boots: black or dark brown, solid color. Polishable finish. Trousers leg must remain outside boot at all times. Limit on heel, 1 1/2 inches high at instep.

6.60 Accessories

Cap—Brown, approved style, wearing optional.

Tie—Chocolate/Walnut; Blueberry/ice. Approved styles include pre-tied four-in hand, bow ties, for ladies only, bunny ties. Wearing optional.

Belt—Black or brown leather (must match

shoe color) with conservative size buckle.

Sox—Black or brown (must match shoe color).

Punch Holders—Black or brown. To match belt color.

Badges—cap badges will be furnished by the District and remain District property. Must be attached to cap when cap is worn.

Emblems Displayed on right shoulder. Must include Operator's Badge number.

Undershirts—Any undershirt worn beneath the uniform shirt that may be visible when not wearing a necktie must be white.

6.70 Watches

All employees whose duties affect the movement of buses must have in their possession when on duty a regulation railroad approved pocket or wrist watch.

Wrist Watches—Authorized wrist watches are identified by the "Railroad Approved" on the face of the dial. Digital watches are not authorized, and the use thereof is not permitted. Operators must have their

watches certified by the Instruction Department.

6.73 Time Check

Operators must maintain their watches in a condition that will insure accurate time. Watches must be checked with the master clock at the Division each day before going on duty and adjusted to the correct time and Operators must show their watches to supervisory personnel upon request.

SECTION 7 – OPERATOR/PASSENGER RELATIONS

7.00 Customer Relations

Maintaining cordial customer relations with each and every R.T.D. customer is an **IMPORTANT PART** of every Operator's job. Every Operator must remember that no business has ever prospered without the understanding and support of its patrons. The Operator is our first and most important contact with our customers. Public attitude and support is greatly influenced by the opinion formed at this initial contact. A courteous approach is the key to a successful operation.

7.10 Assisting

The elderly, blind, physically handicapped (See Rule 7.85) or small children may appreciate your help in boarding or alighting. When you are asked to help, do so pleasantly; your kindness and consideration will be gratefully appreciated by your patrons. Operators should offer assistance when it appears that a patron could require assistance in boarding or alighting; however, Operators must not insist on helping or placing their hands on a passenger if the

passenger does not wish to be assisted. This could create ill-feelings with the patrons and put the Operator in a difficult situation.

7.15 Passenger Buzzer (Signals)

All buses are equipped with a bell to permit passengers to signal the Operator where they wish to alight. Aided by this signal, stops may be anticipated, therefore enabling the Operator to stop a bus in the best possible position. Passenger buzzers (signals) must be in "ON" position at all times during in-service operation.

7.18 Use of Exterior Speakers

The exterior speakers on accessible buses are for the purpose of informing persons outside the bus of the impending deployment of the wheelchair lift. These speakers must not be used for any other purpose.

7.20 Calling Stops

Operators must announce all stops and transfer points on the route operated. Calls must be made in a clear, distinct voice to enable all passengers to hear and understand you. Public address systems must be

used for these announcements if it is available on the bus.

7.21 Conversation

It is well known that if a driver's attention is diverted while operating a vehicle, an accident may ensue. Therefore, to avoid taking needless risks, an Operator must avoid all unnecessary conversation with passengers while the bus is in motion. Any questions you are asked must be answered briefly, but politely. Most importantly, you must never let your attention be diverted from the proper observation of traffic, or the safe operation of the bus. Observing this rule will help contribute to the maintenance of a good driving record, as well as to the safety of both passengers and Operator.

7.22 Information

In order to promote better relations with our patrons, Operators must try to familiarize themselves with the area through which they operate. In this way, they will be helpful and informative when passengers request information. However, if not sure of the information requested, the Operator must politely suggest the passenger call the

District's Telephone Information Service.

7.30 Fare Disagreement

A reasonable effort must be made to collect a proper fare. A reasonable effort is considered to be a courteous one time quotation of the fare by the Operator. Should a disagreement arise between the Operator and the passenger, the Operator must not pursue the matter. At the first opportunity, an Unenforced Rule Report must be filled out and turned in to the Division Dispatcher at the completion of the assignment.

7.40 Detaining

Operators must never try to keep passengers from leaving the bus, unless it is to protect them until it is safe to alight. Use common sense and courtesy when handling situations of this type.

7.41 Ejection

Laying of hands on a passenger without the passenger's permission is illegal and prohibited.

Passengers behaving in a destructive or

offensive manner must be asked to stop the offending conduct. Situations that, in the Operator's opinion, could lead to an altercation must not be pursued. Assistance from law enforcement should be requested, providing such a request can be made without placing anyone in danger. Operators must use good judgment in ejecting anyone and must never do so in an unsafe or uninhabited area.

Small children, persons of unsound mind or persons in a feeble or helpless condition will not be ejected, but will, if the situation warrants, be turned over to police or supervisory personnel.

All ejections must be reported to the Division Manager by Miscellaneous Report accompanied by as many Courtesy Cards as possible.

7.42 Refusing Transportation

An Operator may refuse transportation to any individual or group of individuals who appear unable to care for themselves or who are behaving offensively or could imperil the safety or comfort of other passengers. If transportation is refused to potential passengers, it should be done as

discreetly and as quickly as possible. A Miscellaneous Report to the Division Manager accompanied by all possible Courtesy Cards must be made.

7.50 Boarding and Alighting

All passengers must be REQUESTED to use the center exit door to help alleviate congestion around the farebox. Special consideration should be given to the elderly and the handicapped.

7.51 Standees

Passengers who are blocking the aisle unnecessarily must be requested in a courteous manner to please move back in the bus, so as not to obstruct the view of the Operator to the right front or right side of the bus. When an elderly or handicapped individual is standing because of a lack of vacant seats, the Operator should request that a seat be made available to them.

7.60 Smoking on Buses—Passengers

When passengers smoke on board or try to board a bus with a lighted cigarette, cigar or pipe, the Operator must courteously

remind them that smoking on District vehicles is prohibited. If they refuse to stop smoking, the Operator must not persist. Report the incident on an Unenforced Rule Report Card. Exception: Smoking may be permitted on special service as per posted notices.

7.62 Beverages and Food on Board

Passengers attempting to board with food or beverage must be courteously requested to discard them. If the passenger refuses, the Operator must not persist, but must report the incident on the Unenforced Rule Report. Exception: Park-Ride and Lease services are an exception to this rule.

7.64 Radios (Passengers)

The playing of radios on District vehicles is prohibited. The Operator must courteously request that the passenger not play the radio. If the passenger refuses, the Operator must not persist, but report the incident on an Unenforced Rule Report Card.

7.70 Passing a Stop

Announcing bus stops provides passengers a means to become aware of and signal their stop. If for any reason a passenger is carried past a stop, the Operator must allow the passenger to alight at the next scheduled stop, and offer a transfer back to the desired destination.

7.71 Passing Up Passengers

Operators must make every effort not to pass up passengers. Exceptions are:

1. When instructed to do so by Supervisory personnel.
2. When loaded to capacity. The Operator must use good judgment and make the decision which will be the best under the circumstances.
3. Two (2) buses on the same line and route operating together to the same destination may skip stops to assist one another. Short line buses may skip a far terminal bus of the same line and route. Far terminal buses must not skip short line buses.

An empty or partially loaded bus must never pass a bus that is loading at a passenger stop without first determin-

ing that passengers are not being left. Express or Limited buses must not pass another bus at any designated Express or Limited stop without first determining that no passengers are being passed up. The Radio Dispatcher must be informed whenever it is necessary to pass-up patrons. A Miscellaneous Report must also be filed.

7.72 Out of Service Trips—Passengers

On pull-in, pull-out, or off-route trips, Operators must not allow passengers to ride on the bus. Exceptions are District personnel en route to or from work, and law enforcement officers.

7.73 Unofficial Stops

Whenever an emergency situation arises and it is necessary to stop at other than an established bus stop, extreme caution must be exercised to assure the safety of passengers.

7.80 Articles Carried on District Buses

The following articles may be carried on District buses providing such articles are not permitted to remain in a location where they will interfere with the entrance,

exit or free use of the aisles or with the safe operation of the bus:

1. Baggage—Ordinary hand baggage and packages or articles which can be carried without inconvenience to other passengers.
2. Carriages and Strollers—Baby carriages or strollers may be carried only when folded and do not exceed 28"x 20"x 10".
3. Carts or Chairs—Shopping carts and folding chairs must not exceed 35"x 17"x 15".
4. Mail Carts—Mail carriers on duty with regular badge and mail satchel may carry mail carts on board when folded.
5. Motion Picture or Photographic Film—may only be transported when encased in safety containers.
6. Boogie Boards—Not to exceed 42" in length.

Operators must not assume responsibility for articles or baggage and shall so advise passengers in a courteous manner, when asked to do so.

Articles which must not be carried on buses at any time include: any glass or sharp objects (not properly sheathed), bicycles, surfboards, bundles, packages, or fishing

poles which, because of their size or bulk, or nature of their contents, may cause discomfort or be dangerous or offensive to passengers. (Special instructions permit the carrying of certain restricted items on designated lines.) The transportation of explosives, flammables, or other dangerous articles likely to endanger the safety of passengers is prohibited.

Roller skates will not be worn by passengers on buses at any time.

7.82 Weapons

- A. While on District property or vehicles, whether on or off duty, Operators shall not use, shall not carry, and shall not have in their possession, a firearm, a lockable blade knife, any other device or object classified under the laws of this state as a deadly weapon, any self defense device including a stun gun or taser, or any object which, when used as a weapon is capable of inflicting substantial bodily harm.
- B. If properly certified and having a valid tear gas permit in his or her possession, an operator may carry an authorized tear gas device. Such a device shall only be used in self defense. Effective January 1, 1984, every tear gas weapon which may be lawfully purchased, possessed, and used must have a label which discloses the date on which

the useful life of the tear gas weapon expires.

- C. If possible, Operators shall not permit persons carrying weapons of any kind to board or ride District vehicles. This does not apply to properly identified law enforcement or security personnel.
- D. Operators shall make an immediate report to the Radio Dispatcher of any weapon found, or regarding any person believed to be carrying an unauthorized weapon, on or about District vehicles or property.
- E. Operators violating this rule shall be subject to a charge of gross misconduct and possible suspension or discharge.

7.85 Wheelchairs

- A. **WHEN CARRIED ON NON-ACCESSIBLE BUSES** -- A handicapped person with a standard size folding wheelchair who is accompanied by a responsible person who is physically able to assist the handicapped person boarding, seating and alighting from the bus, will be permitted on any bus at any time. When the bus has a full seated load or standees, operators will make a courteous request that a seat be relinquished for wheelchair passengers. Wheelchairs must be folded and stored in a manner that will not interfere with or create a hazard to other passengers. A standard size wheelchair, when folded, must not exceed the dimensions of 45" x 36" x 12".

- B. WHEN CARRIED ON ACCESSIBLE BUSES** — Accessible buses are designed to give preferential treatment to the handicapped. Space is provided on these buses for transporting two (2) non-folded wheelchairs. Wheelchair patrons will have priority over these seats. Wheelchairs coming aboard in excess of two (2) must comply with the regulations for **FOLDING WHEELCHAIRS ON NON-ACCESSIBLE BUSES**. When accessible buses are loaded to capacity necessitating the passing up of wheelchair passengers, the Radio Dispatcher must be notified. **NOTE:** Accessible buses with inoperable lifts must carry wheelchairs as described in "A" of this rule.
- C.** Operator must not load wheelchair patrons by picking them up physically and placing them on the bus. Every effort will be made to accommodate all types of wheelchairs on District buses. Responsibility for wheelchair securement rests with the passenger. The passenger may use one, two or all three securement device in any manner which best secures his/her chair at the tie down location. However, at least one securement device must be used. Operator shall assist in securing wheelchair when requested to do so by patron. Securement procedures are explained on wheelchair lift instructions. It is the responsibility of the operator to ask the wheelchair passenger if he/she is secure before moving the bus.

D. The Radio Dispatcher must be immediately notified each time a wheelchair passenger successfully boards a District bus or when a wheelchair passenger is refused a ride and the specific reason for the pass-up.

7.87 Walk Aids (And Stand Up Walkers)

Handicapped persons with walk aids (four post aluminum supports) will be permitted to board District buses at any time, except when the bus has a standing load. The passengers should be directed to remain near the front of the bus so as not to interfere with the free use of the aisle. On lift equipped buses, passengers with walk aids will not be allowed to ride the lift step.

Stand up walkers (equipped with wheels and a seat) will not be carried unless the walker can be folded and the passenger seated.

SECTION 8 – FARE COLLECTION

8.00 General

The rules in this section govern the collection of fares. Separately published tariff and transfer regulations current, or as revised, are made a part of these rules and must be referred to. Not accounting properly for passenger fares (NAP) is a major rule violation which can result in suspension or discharge. A violation of any rule in this section may under certain circumstances be considered N.A.P.

8.10 Farebox

The inspection plate on the farebox must be kept clear at all times and fares must not be allowed to accumulate. Fares must be permitted to come to rest on the inspection plate before plate is tripped.

8.11 Defects

If farebox has a defective light, broken glass, defective inspection plate or tripper, or if the chute becomes clogged with paper, the Radio Dispatcher must be notified immediately. Passengers will continue to deposit fares in the defective farebox until

the bus is changed, or the box is repaired. If defective, Operators must inform the relief man of the condition of the farebox.

8.12 Recording

The Operator's Dally Report must be completed each work day and turned in to the Division Dispatcher at the close of work. The following information must be recorded:

1. Date, work location, badge number, and name;
2. Transfer tickets statement (commencing and ending serial number of transfers, and number of transfers issued);
3. Report receipt as stated on report;
4. Wheelchair lift use/non-use as stated on report;
5. Record of work performed.

8.13 Missing Vault

Mechanical Department must be notified before pulling bus out if there is no vault in the farebox. If, when making relief, it is discovered that there is no vault in the farebox, the Radio Dispatcher must be notified immediately.

8.14 Tampering

Any form of tampering with the farebox is sufficient cause for dismissal.

8.20 Exact Fare

Passengers will be required to deposit the exact fare in the locked farebox including the transfer charge. When the passenger has the exact fare in tickets, and/or coins, the passenger will deposit the fare in the locked farebox. The use of paper money must be discouraged. However, if no other form of payment is available, accept the money in the farebox. The locked farebox will not accept paper money unless it is properly folded. The passenger will fold the paper money. The Operator will explain that the bill must be folded three (3) times in a square prior to the passenger depositing the paper money in the farebox. If there is more than one bill, each bill will be folded and deposited separately.

8.21 Depositing

All cash fares must be placed in the farebox by the passengers whenever possible. Hand deposit by Operators must only be for the physically disabled persons who are unable to deposit their fare.

All terminals, passengers who have boarded the vehicle during the Operator's absence must be requested, in a courteous manner to deposit their fares in the farebox.

8.22 Fare Zones

All over-rides received at fare zone limits when collecting checks must be placed in the farebox by the passenger.

8.30 Accounting for Passengers (NAP)

Missed fares, unnecessary hand collections, improper sale or acceptance of transfers or tickets, failure to handle fares correctly, failure to inspect currency in unfolded state, failure to cancel tickets properly, failure to issue or inspect identification checks, failure to turn in all tickets and transfers collected, as per these procedures, will be considered as not properly accounting for passengers, and violation of any part of this rule could be sufficient cause for dismissal.

8.40 Employee Passes

After 90 days of employment, R.T.D. employees, full or part time, are issued permanent passes. Passes are issued for each calendar year to the employee and, if full time, to the spouse and minor children ages 5 through 17. Also, dependents of full time employees, ages 18 through 22 (contract), ages 18 through 23 (non-contract), may be issued passes if they are attending school full time and living with the employee. Retarded or handicapped children, of fulltime employees: regardless of age, living with and dependent upon the employee, and retired employees, spouses, plus children if the above provisions are met. Spouses and minor children of deceased employees remain eligible if the employee has completed ten (10) years of service. Annual District passes will be honored when presented by the person to whom it was issued, on all District lines and in all fare zones during the year stamped on the face of the pass. Annual passes for the Operators are considered part of their equipment and must be in their possession while on duty. The loss of any pass must be reported on Form 38-56 immediately. Passes will be re-issued only one time each year for a fifteen (15) dollars

charge.

8.45 Temporary Passes

Temporary District passes will be honored on all District lines and in all fare zones during the period for which they are issued. These passes must not be honored after the expiration date indicated on the pass.

8.47 Misuse of Employee Passes

Operators who allow unauthorized persons to use their passes will be subject to suspension or discharge. Dependents who allow unauthorized persons to use their passes will be subject to suspension or revocation of pass privileges.

8.50 Riding on Passes

Employees and their dependents riding on passes must not occupy seats to the exclusion of fare paying passengers. This seat restriction does not apply to Line Instructors, Schedule Checkers or Supervisory personnel who are assigned to ride for the specific purpose of checking or instructing.

Operators deadheading on District buses shall not become boisterous or discuss District problems, work assignments, etc. Neither shall they occupy the first seat behind the driver or the two front seats on the right side of the bus.

Operators must not permit abuse of dependent passes by allowing their dependents or other employees' dependents to ride throughout more than one trip. Dependents must not be allowed to ride on pull-in, pull-out, or out of service buses.

SECTION 9 - TWO WAY RADIO OPERATION

9.00 General

This section contains specific guidelines for the proper use of the General Electric Two-Way Radio and Digital Communications System.

This system was installed primarily to provide rapid response in emergency situations to protect you, your passengers and District property. In addition, it serves as a means to report events which cause delay, and to report other situations that affect normal service operations.

In order to make use of this valuable tool in the most efficient manner possible, Operators must read, understand and properly apply all rules governing the use of the system. Above all, exercise good judgment at all times while operating the system. Its success is dependent upon your knowledge and ability to follow the instructions and procedure guidelines outlined in this section.

9.10 Restrictions on Two-Way Radio Operation

All radio communications systems are

under the jurisdiction of, and regulated by, the Federal Communications Commission. Certain operational conduct is prohibited by Federal law. Some of these are:

- A. Language - The use of obscene or profane language is prohibited.
- B. Improper Use - Unauthorized use of messages, transmission of excessive, false, or deceptive signals or communications, or use of unassigned call signals is forbidden.
- C. Tampering - Components which make up the bus radio unit must not be tampered with at any time. Only authorized licensed District radio technicians shall perform repair functions on these units. Components of the radio include the control head, the handset and cradle unit, and the radio box mounted behind the Operator's seat on many of the buses.

9.21 Restrictions (Radios)

Do not pick up the phone unless the call is for you.

If the call is for you, pick up the phone. Your loudspeaker is then automatically disconnected and the message to you is heard only through your phone.

The Operator must not request the Dispatcher to give information to passengers over the loudspeaker or phone. The radio system must be used only by authorized personnel.

9.25 Silent Alarm System (S.A.S.)

All District buses are equipped with a Silent Alarm System. Buses without radios are equipped with a two-position switch which, when activated by the Operator, causes the bus marker lights to flash, indicating to other bus Operators and police that the bus Operator is in distress. Flashing marker lights may be cancelled by simply turning off the switch. The Radio Dispatcher must be notified immediately.

Buses with radios are equipped with a two-position switch. The lower position is off, the upper position activates the bus marker lights and a silent radio alarm signal which is monitored by the Radio Dispatcher. Whenever it is necessary to activate the silent alarm, the two-position switch must be pushed up to its furthest position. (The silent alarm switch is to be activated only in case of a crime emergency aboard the bus where voice communication would be unwise).

When the S.A.S. System is activated, communication from the Dispatcher is cut off. To re-establish communication, the PRI button must be depressed. (This must be done after danger to you or your passengers is no longer present.)

NOTE: Voice communication is much more effective in alerting the Dispatcher to your problem and location.

9.31 Preparing the GE Radio for Use

The Operator does not have control of the "on-off" function of the radio unit. The unit is always in the "on" position and it is prepared for proper operation by performing the following procedures:

Step A – Observe that the green (PWR) light on the control head is illuminated. If not, notify the Radio Dispatcher (in yard, see Maintenance Department) of the problem at the first available public or District telephone.

Step B – Set the frequency selector switch on the control head to the channel assigned to the line which you are working. Channel assignments are noted on the paddle or may be found on a listing posted in the Train Room at your Division.

NOTE: The volume control is preset so that it cannot be reduced below a predetermined level. You must keep the volume control adjusted so that sound may be easily heard, but not so loud that it will annoy your passengers.

9.32 How to Use the GE Sytem

Before you use the system, you must determine whether the message you are about to transmit is of a routine (REQ-request) or emergency (PRI-priority) nature.

Step A – If the message is of a routine (non-emergency nature), push the "REQ" button on the control head, then release it immediately.

If the message is of an emergency nature, push the "PRI" button on the control head, then release it immediately. Emergency (PRI) messages include the following:

1. To report an accident with extensive property damage and/or fatal serious injuries.
2. To report that you or a passenger are ill to the extent that an ambulance is needed.
3. To report blockades which may effect service.

4. To report that you have accidentally activated your silent alarm.
5. To report that you have observed a bus with flashing marker lights. Get the correct bus number (attempt to note line and bus run number).
6. To report a situation that caused you to activate your silent alarm. This must not be done until danger to you or your passengers is no longer present.
7. When Transit Police need assistance.

Step B – After depressing the "REQ" or "PRI" button on your control head, observe whether the yellow "ACK" light on the control head illuminates within one (1) minute. If the light comes on, the Radio Dispatcher has received your call. If not, then depress the button again. Wait one (1) more minute. If the "ACK" light does not illuminate after one (1) minute remove your handset from the cradle and, if there is no conversation or busy signal, depress the Push to Talk (PTT) button on the handset; wait two (2) seconds, then verbally give your bus, line and run number followed by a "10-12."

Step C – If the "ACK" light illuminates,

wait until you receive a "beep" tone signal from the Radio Dispatcher which indicates that he is ready to talk to you. YOU MUST WAIT FOR THE "BEEP" TONE SIGNAL before you remove the handset from the cradle, then depress the Push to Talk (PTT) button on the handset, wait two (2) seconds before starting your conversation with the Radio Dispatcher. Because your bus, line and run number have already been identified, start your conversation by giving your badge number, then stating your reason for calling. Let the Dispatcher ask the questions. Use applicable codes wherever possible.

Step D - To hear the Radio Dispatcher, you must release the Push to Talk (PTT) button on the handset and listen through the phone. Remember, wait two (2) seconds each time after depressing the PTT button before talking.

When talking, you must use a moderate tone of voice, keep the PTT button depressed and speak slowly and distinctly in order to eliminate the need to repeat any portion of your message.

Step E - When you have completed your

conversation with the Radio Dispatcher, place the handset back into the cradle, pressing it down firmly, but gently, to avoid damage to the holder unit.

NOTE: The red transmit (Tx) light will glow in the control head whenever the Push to Talk (PTT) button is depressed. If the red light remains illuminated after the PTT button is released, replace the handset in the cradle, then notify the Radio Dispatcher of the problem, using the first available public or District telephone. Messages may be transmitted and received while your bus is in motion provided it is safe to do so. When necessary, wait until conditions indicate that it is safe to call or answer the Radio Dispatcher.

9.35 Calls from the Radio Dispatcher

The Radio Dispatcher has the capability of calling all Operators at the same time or any Operator individually.

A. When the Radio Dispatcher calls all Operators, a voice transmission will be used. All buses which have the frequency selector switch set on the channel over which the Radio Dispatcher is transmitting will hear the

call over the loud speaker. Calls to all Operators are generally made to provide information; therefore, no response is required. Examples of these are:

1. To announce the correct time every thirty (30) minutes, approximately on the hour and half hour. If you fail to hear the time announcements or other transmissions, your radio may be defective and the Radio Dispatcher should be notified by telephone as soon as possible.
 2. To announce a General Alert (Code 1). This type of call is to alert you of a situation such as a detour or hazardous condition, or may be to instruct all of you to switch your radio channel temporarily because of a base station radio problem. A "Code 1" call is also transmitted to alert all Operators that a condition has returned to normal.
- B. When the Radio Dispatcher calls an individual Operator, a "beep" tone signal will be transmitted to the bus, remove your handset from the cradle, depress the Push to Talk (PTT) button, wait two (2) seconds, then acknowledge the call by voice transmission, giving your bus line, bus run and badge number, followed by "10-14."

If after a reasonable period of time you do not acknowledge receipt of a "beep" tone, the Radio Dispatcher may initiate a voice transmission call to your bus which you will hear over the loudspeaker.

9.43 Transmitting with Bus in Motion

MESSAGES MAY BE TRANSMITTED AND RECEIVED WHILE BUS IS IN MOTION, PROVIDED IT IS SAFE TO DO SO. WHEN NECESSARY, WAIT UNTIL CONDITIONS ARE SAFE BEFORE ANSWERING OR CALLING THE DISPATCHER.

9.45 Radio Trouble

Should the red signal light remain on after the transmit button has been released, it is an indication of radio trouble and could disable the entire communications system on all bus radios operating on that frequency. The phone must be replaced in the cradle, then call the Radio Dispatcher by telephone or by another bus radio.

9.46 General Electric On-Off Key

All General Electric bus radios are turned on or off with a key. Should an Operator

be assigned a bus where the radio green "ON" indicator light is out, the Division Instructor or Maintenance Department must be summoned to turn the radio on. If the attempt is made by an Instructor and the radio fails to turn on, the Maintenance Department must be notified immediately.

9.48 S.A.S. Check by Radio Dispatcher

The Dispatcher may also ask for an S.A.S. unit check. In this case, the Operator will trip the S.A.S. unit. If the Dispatcher fails to give a 10-15 clearance within two (2) minutes, the Operator must call the Dispatcher and check for clearance. At all times when S.A.S. is activated, phone must be in cradle.

9.60 Radio Codes

Certain radio codes have been set up in order to prevent loss of time and/or confusion in radio communication. These codes must be used whenever possible. They have been divided into six categories.

First and most important are the emergency codes. They must always be preceded by the spoken word "Code" and are

in the single number bracket. The General Transmission codes are in the tens bracket. The Mechanical codes are in the twenties bracket, the Service and Routing codes in the thirties, and the Schedule codes in the forties. Numbers in the fifties bracket have been assigned to miscellaneous items.

A. Emergency Codes

Code 1: General Alert (Used by Radio Dispatcher only).

Code 2: Serious Accident (Police and ambulance are needed).

Code 3: Crime Emergency (To be transmitted only after danger has passed).

Code 4: Emergency on Bus (Other than crime emergency).

Code 5: Community Emergency (District not involved. To report community problem such as fire or serious accident).

Code 6: Transit Police need assistance (When Transit Police are involved in a situation where additional police help is needed).

B. System Down — Code 9

A Code 9 message will be broadcast whenever problems with the GE Radio digital (REQ,PRI AND SAS Alarm) communications system occur. When a "Code 9" message is broadcast, the REQ PRI and SAS alarm functions should be considered inoperable.

To place a call via radio to the Dispatch Center when a "Code 9" situation exists, operators should:

- Remove the radio handset from the cradle and listen for conversation
- If there is no conversation on the channel, depress the Push to Talk button on the handset, wait two (2) second, then verbally state your bus, line and run numbers, followed by a "10-12".
- If no response is received after a ten (10) second period, and still no conversation is heard on the handset, repeat the procedure

- If no contact is made via the radio, contact the Dispatch Center via telephone.

C. Opening, Closing and General Codes

10-12: I have a message.

10-13: Repeat your last transmission.

10-14: Go ahead with your message.

10-15: Message acknowledged. End of message.

10-17: What is your location?

10-18: Call Radio Dispatcher by telephone.

10-19: Request for time check.

D. Mechanical Codes:

10-21: Farebox problem.

10-22: Equipment problem (describe briefly).

10-29: Radio problem.

E. Service and Routing Codes

10-31: Blockade or unusual condition.

10-32: Fire or fire equipment blocking street.

10-33: Bus involved in a minor accident (no ambulance or police required).

10-37: Blockade or unusual condition, now clear.

F. Schedule Code

10-41: Operating over ten (10) minutes late.

G. Miscellaneous Codes

10-52: Lost passenger.

10-53: Missile has struck bus.

10-54: Sick passenger.

10-55: Sick operator.

10-57: Marijuana smokers.

10-390: Intoxicated passenger.

SECTION 10 – SILENT ALARM SYSTEM

10.00 General

Specific guidelines to be used when applicable in the event of criminal occurrence on a bus are outlined herein. In all cases the assessment of the situation by the Operator is the key factor in response to any such situation. In all situations, safety must be the uppermost consideration.

10.10 When to Activate the Silent Alarm System

Operators must not activate the silent alarm for other than the following reasons:

1. When physical violence or other incident of serious felonious nature, such as robbery, is taking place on the bus.
2. If in the judgment of the Operator, passengers and Operator are in immediate danger of physical harm.

10.11 Silent Alarm Indicator

Operators are reminded that when their silent alarm system has been activated, the indicator light located on the control head will come on, assuring them that the alarm has been received by the Radio Dispatcher.

10.12 Accidental Activation

In the event the Operator observes the alarm light on and no emergency exists, the Operator must call the Radio Dispatcher immediately.

10.13 Procedures to Follow when Danger has Passed

Operator must continue to a safe location, then notify the Radio Dispatcher immediately and follow instructions. Provide accurate information, particularly a description of suspect(s) to responding police officers. Accurate descriptions expedite the chances for apprehension.

10.14 What to Do in the Event the Danger Remains on the Bus

If bus is in motion, come to a safe stop as soon as possible. Open all passenger doors so passengers who wish to do so may alight. Operator must not continue on route unless danger ceases to exist. Do not aggravate the situation by making any kind of aggressive action. Do not overreact. Keep calm and retain composure. Activating the alarm has already assured that assistance is on the way. If safe to do so, advise Radio Dispatcher as to your location.

SECTION 11 – EL MONTE BUSWAY
REGULATIONS

11.10 Laws, Ordinances

The Busway Lanes are a part of the Interstate Highway System, over which the California Highway Patrol has complete law enforcement control and jurisdiction. The operation of buses on the Busway Lanes are subject to rules and regulations of the Vehicle Code of the State of California. Bus drivers are required to cooperate with California Highway Patrol officers at all times. If the following of a request or order given by these officers appear to create dangerous conditions or are in conflict with these regulations, they are nevertheless to be complied with and the R.T.D. Radio Dispatcher is to be notified as soon as possible. (R.T.D. Operators will also submit a Miscellaneous Report at end of tour of duty.) Bus drivers must not cross freeway lanes to use freeway telephones.

11.20 Situations Not Covered

It is impossible to anticipate all emergency situations. When situations arise which are not covered by these instructions, good judgment must be used. In the case of ob-

struction of the Busway Lanes by accident or other causes, unusual complication, or serious accident hazard, information based on observation of the actual situation is required and the Radio Dispatcher must be given this information immediately by radio or first telephone available.

11.30 Speed

No bus shall be operated at a speed greater than the legal speed limit. The speed of buses at certain locations may be restricted by operating rules or conditions, to speeds less than the posted speed.

11.31 Following Distance

Buses must not be closer to the bus ahead than 300 feet when operating at 55 MPH maximum legal speed. Following distance may be reduced from 300 feet in proportionate ratio to the reduction in speed.

Should two or more buses be stopped on the Busway together and ready to proceed at the same time, the first bus must be allowed to proceed at a distance of 100 feet before the next bus starts. Should more than two buses be involved, the same procedure will apply to all buses. After

proceeding, buses must not be accelerated to 55 MPH maximum legal speed until a distance of 300 feet is attained between buses. During periods when carpools are operating on the Busway, following distance of one bus length for each 10 MPH must be maintained when following carpool vehicles.

11.32 Pylons – Reflector Signs

Between the Long Beach Freeway and the east end of the Busway, oblong reflector signs are installed vertically on the top of the jersey divider spaced on tenth (1/10) of a mile (approximately 500 feet) apart. The signs will be observed by bus drivers to assist them in judging their following distance.

Each oblong sign is identified by a number. When reporting defective equipment, accidents or other unusual conditions, this number must be given to the R.T.D. Radio Dispatcher so that he will know the exact location of the reported condition. On the right side of the Busway Lane vertical rubber pylons, three feet in height, are spaced in order to clearly delineate the separation from other freeway lanes.

11.33 Tunnel-Speed Restrictions

Eastbound, speed must not exceed 45 MPH when entering and passing under the railroad bridge and through the Gibson Tunnel at the east end of the Busway. Westbound, speed must not exceed 35 MPH passing under the railroad bridge and through the tunnel at the east end of the Busway. If a train should be operating through the tunnel in the opposite direction, speed should be further reduced. Operators will not turn on interior lights of the bus during daylight hours to travel through this tunnel. (Special Permit buses shall not enter or pass through tunnels except by prior arrangement with SCRTD.)

11.34 Fremont Curve Speed Restrictions

Westbound speed must not exceed 45 MPH approaching and operating through the "S" curve near Fremont Avenue.

11.35 Del Mar Ramp Speed Restrictions

Speed must not exceed 30 MPH at any time while operating on the Del Mar Ramp. When operating eastbound, drivers of all buses will operate at speeds that will enable them to stop with service appli-

cation of brakes before entering Del Mar Avenue should the traffic signal change from "go" to "stop".

11.36 Reduced Speed Due To Conditions

It is important that drivers travel on scheduled time in a safe, prudent and careful manner, but in no event, in such a manner as to violate regulations or to endanger the safety of persons or property. During inclement or foggy weather, or under hazardous operating conditions, speed must be reduced accordingly.

11.38 Standing Vehicles in Busway
Emergency Stopping Area

Buses passing standing District or non-District vehicles will reduce speed to 25 MPH during pass. Operators must be prepared to make a stop if necessary; also, sound horn when passing.

11.40 Attention To Driving

While operating on the Busway at maximum speed, drivers must not engage in any activities or transactions which would distract from the proper observation of conditions, or cause them to remove

either hand from the steering wheel. In case it is necessary to use the bus radio, speed of the bus must be reduced to a safe operating speed before removing the radio handset from its cradle.

11.50 Lane Operation

Buses must be operated in the left lane in both directions.

11.60 Stops (Busway)

R.T.D. buses (except Special Exempted) will service all Busway Stations in both directions and must operate in the lanes established for these stops. Operators entering stations to service stops must have speed reduced to 10 MPH when approaching the Loading Area and stop in the most forward available loading position. Operators must not attempt to pass another bus when both are in a loading lane.

Operators of buses leaving Busway Station east or westbound must yield the right-of-way to all through buses traveling in the passing lanes.

The speed limit in passing lanes at Busway

Stations is 20 MPH. Operators of through buses must obey this speed restriction, and may be further restricted by conditions or operating rules. Extreme caution must be used due to the possibility of passenger accidentally walking onto the Busway and the merging of buses departing the stations.

R.T.D. Park-Ride buses westbound only may use the passing lanes when no passengers wish to alight at either station. When eastbound, they must service both stations.

11.70 Special Instructions (Busway)

When entering or leaving the west end of the Busway, Operators must be alert for any vehicles that may have inadvertently entered the Busway at Mission Road. Provisions have been made for the drivers of vehicles to return to Mission Road who have mistakenly entered the Busway.

Sensor strips have been installed in the pavement of the westbound Busway lanes approximately 200 feet east of Mission Road. These activate the traffic signal at Mission Road. Operators must operate under control and be prepared to make a stop at this location in the event the traffic signal fails to operate or a hazardous con-

dition exists at this point.

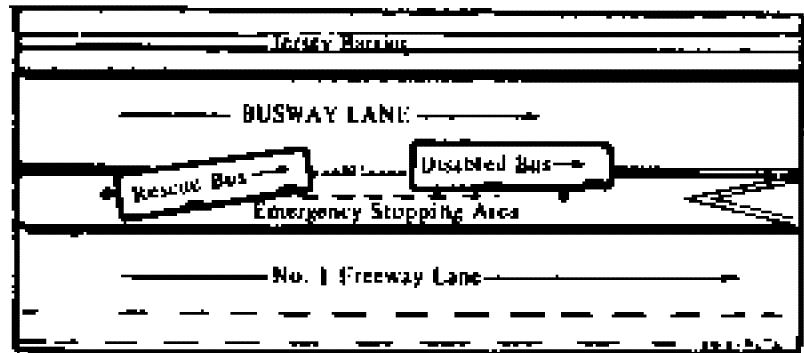
11.71 Bus Breakdowns Between
Long Beach Freeway and
Gibson Tunnel

Whenever a bus becomes disabled between the Long Beach Freeway and Gibson Tunnel, the bus must be stopped so that the right side of the bus is close to and parallel within the pylon alignment. The driver of the disabled bus must instruct his passengers to remain seated. If the bus is radio equipped, Radio Dispatcher must be notified immediately. Buses approaching a disabled bus must reduce their speed to 25 MPH while passing the disabled bus. Pass must not be made until it is determined that the movement can be made safely. Operator should be prepared to make a stop if necessary; also, sound horn when passing. No stop shall be made behind a disabled bus unless a C.H.P. officer or supervisor directs them to position bus for a passenger transfer. If directed to stop, stop 40' behind disabled bus. In making the move around the disabled bus east of the Long Beach Freeway, drivers must make sure that the bus ahead is properly positioned in order for them to have passing clearance on the left.

11.73 Emergency Flashers

Any disabled bus, and bus stopped to accept passengers from disabled bus, must activate emergency flashers and leave the flashers activated while bus is stopped.

11.74 Transferring Passengers Between Long Beach Freeway And Gibson Tunnel



When transferring passengers in either direction between the Long Beach Freeway and the east end of the Busway, the driver of the bus that is to accept the passengers must operate into the emergency stopping area, three (3) feet to the left of the painted line that separates the emergency stopping area from the No. 1 freeway lane. When in the emergency stopping area an oblique left turn must be made

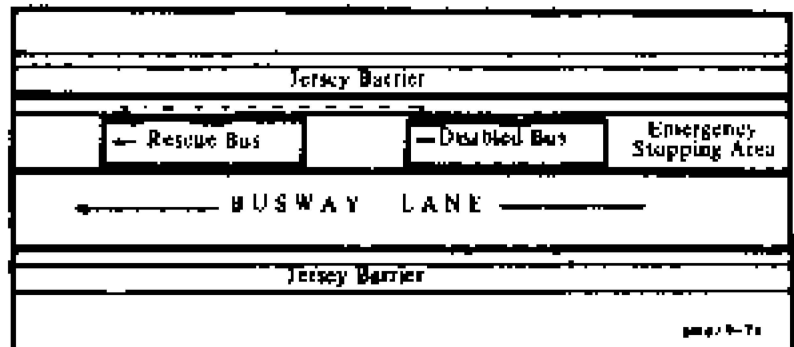
and the bus will be stopped in an angular position with the right front corner of the bus in line with the pylons, 30 feet to the rear of the disabled bus. The Operator of the disabled bus must direct passengers to exit via the center door on buses so equipped. The Operator will stand on the ground adjacent to the door and direct transferring passengers to walk as closely as possible to the right side of the bus and board the bus behind, using the front door. The driver of the bus to which the passengers are transferring must take a position on the ground adjacent to the front door and assist boarding passengers. Passengers must not be permitted to occupy any portion of the No. 1 lane while making the transfer. All drivers must be extremely careful of their own safety when supervising these passenger transfers.

11.75 Bus Breakdowns Between Long Beach Freeway And Mission Road

Whenever a bus becomes disabled between the Long Beach Freeway and Mission Road, while operating in either direction, the bus must be stopped in the right lane three (3) feet from and parallel with the jersey divider (to the right of the Busway

lane). The driver of the inoperative bus must instruct his passengers to remain seated and immediately place emergency reflectors to the rear of the disabled bus. All operators must be extremely careful for their own safety when placing reflectors. Buses approaching a disabled bus must reduce speed to 25 MPH while passing. Pass must not be made until it is determined that the movement can be made safely. Operator should be prepared to stop if necessary; also, sound horn when passing. No stop shall be made unless a C.H.P. officer or supervisor directs the operator to position the bus for a passenger transfer move. If directed to stop, stop 40' behind disabled bus.

11.76 Transferring Passengers Between Long Beach Freeway and Mission Road



When transferring passengers in either direction between the Long Beach Freeway and Mission Road, the Operator of the passing bus will pull in front of the disabled bus moving to the right lane staying three (3) feet from and parallel with the jersey divider. The Operator of the disabled bus must stand by his front door and direct transferring passengers to walk along the right side of the bus, to the bus in front. The Operator of the bus to which the passengers are transferring must position himself on the ground adjacent to the entrance door and assist boarding passengers. Passengers must not be permitted to occupy any portion of the Busway lane while making the transfer.

11.80 Use Of Headlights (Busway)

During periods requiring the use of headlights, high beams must be used when operating on the Busway. If carpools are permitted at any time during these periods, low beams must be used. Low beams must also be used on the freeway, on city streets, and in either direction while operating on the Del Mar Busway Ramp.

11.85 Merging Of Buses And Carpools

WESTBOUND: Carpools may enter the busway either from Lane Number one (1) of the San Bernardino Freeway just west of the Gibson Tunnel or the Del Mar Busway Ramp. Buses departing Cal-State and USC Medical Center stations, must merge with carpools when returning to high speed lanes.

All merging locations have special painted lanes to facilitate a safe merger. At all times, especially during carpool hours on the busway, Operators of buses approaching these areas must use extreme caution.

Carpools are permitted to leave the busway at a point just east of the Long Beach

Freeway or via a special ramp to the Santa Ana Freeway located just prior to the Mission Road Terminal of the busway. Operators must be especially alert in these areas.

Carpools and district buses, exiting from the busway at Mission Road, will use the extreme left lane of the busway. From this lane access is possible to the left side by-pass lane on the ramp leading to the Santa Ana Freeway. Traffic signs reading "For Buses and Carpools Only", and "No Stopping" exempt buses and carpools from stopping at the metered signal. Vehicles in the right lane should obey the signal. Operators must be alert and use extreme caution when passing stopped vehicles and when merging with them at the top of the ramp.

EASTBOUND: Carpools may enter the busway at Mission Road and by merging from the freeway at a point just east of the Long Beach Freeway. At USC Medical Center Busway Station and at Cal State Station merging is necessary from station roadways into the high speed busway lanes.

Carpools will depart the busway at the Del

Mar Ramp and onto the number one (1) lane of the freeway between Rosemead Blvd. and the Gibson Tunnel.

Operators must be alert when approaching these locations for vehicles which may be merging and changing speed. At no time will the right-of-way be contested between two (2) vehicles. In case of doubt as to who has the right-of-way, buses will yield and, if necessary, a complete stop must be made by R.T.D. Operators.

11.86 Merging Of Buses When
Carpools Are Not Operating

WESTBOUND: Certain buses will be merging to the left onto the Busway from the San Bernardino Freeway just west of the Gibson Tunnel. Busway buses have the right-of-way at this location and all buses entering the Busway from the San Bernardino Freeway must operate at a reduced speed and be prepared to stop if necessary.

EASTBOUND: Near the end of the Busway just west of the Gibson Tunnel, a sign has been installed that reads: "RTD". "Others merge". At this location certain buses will start to merge to the right, off the Busway onto the Number

one (1) lane of the San Bernardino Freeway. All R.T.D. drivers must reduce their speed to a point where they will be able to make a safe stop when any bus is in this area.

At no time will the right-of-way be contested between two (2) buses. In case of doubt as to who has the right-of-way, if necessary, a complete stop must be made by both buses.

11.87 Del Mar Busway Ramp
Regulations When Carpools
Are Not In Operation

Right-of-way — Westbound

Northbound buses on Del Mar Avenue will have the right-of-way over southbound buses approaching and entering the Del Mar Busway Ramp. Buses descending from the Del Mar Busway Ramp onto the through Busway will have the right-of-way over all through buses.

Drivers operating on the through Busway westbound at maximum speed, must reduce their speed at least one thousand (1,000) feet before arriving where the Del Mar Busway Ramp merges with the through Busway and yield the right-of-

way to buses entering the Busway from Del Mar Ramp.

Right-of-way – Eastbound

All drivers operating eastbound on the Busway must be alert when approaching the Del Mar Busway off-ramp for buses ahead that might be reducing their speed to operate by way of the Del Mar off-ramp. Buses exiting from the Del Mar Busway Ramp onto Del Mar Avenue will be governed by the traffic signal located at the intersection.

11.90 Standards Of Efficiency

Competency according to standards established by the R.T.D. based on experience and training to operate safely on the Busway are required of all Busway operators.

APPENDIX A

GLOSSARY OF TERMS

Assignment of Wages (Garnishment): A legal warning concerning the attachment of wages to satisfy a debt or obligation.

Biddable Tripper: A regularly scheduled piece of work that a regular Operator can bid to work before or after his/her regular run with pay time of no more than 2 hours 59 minutes.

B.O: Bad order.

Bulletin Book: A book kept in the Division and available to Operators containing Informational material previously posted on the bulletin board for 7 days.

Calling for Assignment: By using the method specified, informing the Division Dispatcher that you are present and prepared to work your assignment.

Caravan: A group of vehicles traveling together in single file spaced according to law or as instructed.

C.E.A. Unit: Any vehicle used for transportation to or from a relief point.

Clearance Lights: The small red or amber lights located on the upper corners of the body of the bus.

Courtesy Card: A form used for identification of persons involved or who observed an accident or incident on or near a District vehicle.

Cycle (of a Traffic Signal): An interval of time during which a traffic signal changes through the green-amber-red sequence.

Dragging: Improperly distributing running time, then operating at a slower than normal rate to avoid early arrival at a time point.

El Monte Busway: A limited express lane in the center of the San Bernardino Freeway for exclusive use by carpools and buses.

Established Routes: A series of streets or freeways, planned and named, for designating the direction for travel of a district vehicle between two points.

Fare Zone Limits: The far boundary of an express increment (Step) or zone to which fare has been paid.

Fixed Object: A stationary object, other than a parked vehicle, such as poles, fire-plugs, barricades, etcetera.

Headway: Time interval between two buses on the same line.

Interlock: A safety feature on the bus which applies the brakes and locks out the accelerator when the rear door is released and remains activated until the rear door closes and locks.

Jersey Divider: A concrete barrier placed in the center of a freeway to prevent collisions with opposing traffic.

Layover: Layover is on duty recovery time written into the schedule to permit a bus to arrive late and still leave on scheduled departure

time.

Line Terminal: The extreme ends of a line where layover is provided for.

Missout: Failure of an employee to report for his/her assignment by the scheduled sign on time.

Off Route Trips: Established out of service route between designated points on a line or lines.

Owl Assignment: A piece of work which signs off after 2:00 a.m.

Owl Line Up: When owl buses are grouped for the purpose of transferring passengers in the central business district.

Pull-Ins: Established out of service route between a designated point where passenger service ceases and a storage location.

Pull-Outs: Established out of service route between a storage location and a point designated for vehicle to commence passenger service.

Pylon: A cone shaped or cylindrical rubber marker used for guiding traffic.

Radio Control Head: The controlling device, rectangular in shape, equipped with channel selector, TX light, volume control and S.A.S. light.

Radio Handset: A device similar in appearance to a telephone, equipped with a push to talk button which must be pressed to transmit.

Relief Point: A location where one Operator will relieve another Operator and assume the responsibility for, and operation of, a bus already on the street. The relief location is specified on the work run sheet.

Road Call: The response made by the Mechanical Department to a bus with a mechanical problem on the street.

Running Time: The amount of time allowed for travel between time points designated on a paddle board.

Skipping Stops: (Ref. Rule 7.71) When a bus stop is occupied by another bus scheduled to the same destination via the same route, the Operator of the bus approaching the occupied stop may skip that stop and continue to the next stop, providing no passengers will be left due to overcrowding.

Slow Orders: A District imposed reduced speed limit on a given street.

Storage Location: Designated facilities where District vehicles are kept between pull-in and pull-out, commonly referred to as divisions, auxiliary divisions or terminal divisions.

Traffic Loaders: District employees stationed at certain locations in the downtown area and Rim-pau Loop for the purpose of making change and assisting in the loading of passengers on District buses.

Turnaround Loop: A designated route used to reverse the direction of a bus.

Warning Lights: Lights indicating mechanical problems in one or more of four areas:

1. Hot Engine
2. Emergency Door
3. Low Air

4. Low Oil

Zone Checks: Receipts given to a passenger by the Operator to indicate furthest destination to which fare was paid.

APPENDIX B

ALPHABETICAL LISTING OF SUBJECTS

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Absent Without Permission (AWOP)	2.07
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Advertising	1.60
Air Pressure	3.14
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Approaching Railroad Crossings	2.64
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ALPHABETICAL LISTING OF SUBJECTS

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ALPHABETICAL LISTING OF SUBJECTS

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ALPHABETICAL LISTING OF SUBJECTS

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ALPHABETICAL LISTING OF SUBJECTS

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ALPHABETICAL LISTING OF SUBJECTS

<u>Subject</u>	<u>Rule Number</u>
Leave of Absence	1.45
Licenses	1.35
Line Terminal Operation	2.45
Loading of Buses by Traffic Loaders	2.42
Lockers	1.70
Lost Articles	2.80
Maintenance of Rule Book	1.03
Maximum Report Time before an Assignment	2.11
Mechanic Working on a Vehicle During a Road Call	3.45
Merging of Buses and Carpools	11.85
Merging of Buses when Carpools are not Operating	11.86
Minimum Uniform	6.05
Miscellaneous Accessories	5.20G
Miscellaneous Reports	2.86
Missing Vault	8.13
Misuse of Employee Pass	8.47
Moustache, Beard and Sideburns	5.11
Name Badges	5.20D
Noise	2.50
Obstructions or Hazards	2.41
On-Duty Time	2.18

ALPHABETICAL LISTING OF SUBJECTS

<u>Subject</u>	<u>Rule Number</u>
Operating Speed	3.33
Operating while Ill or Fatigued	2.22
Operation at Passenger Stops	2.37
Operation "Under Control"	3.30
Operation within Storage Yard	3.21
Operators Bus Condition Report	3.20
Out of Service Trips – Passengers	7.72
Owl and Late Night Schedules	2.30
Owl Connections	2.32
Owl Line Up	2.31
Parking	3.23
Passenger Buzzer (Signals)	7.15
Passing a Stop	7.70
Passing Up Passengers	7.71
Pedestrians	2.74
Personal Safety in Yards	1.85
Posted Bus Stops without Curbs	2.39
Preparing the G. E. Radio for Use	9.31
Pre-Pull-Out Safety Inspection	3.00
Procedure at Scene of Accidents	2.88
Procedures to follow when Danger has Passed	10.13
Proper Use of Controls	3.28
Pulling In	2.25
Pull-Outs, Pull-Ins, Off Route Trips	2.24
Purchasing Tickets at Stations	2.55

ALPHABETICAL LISTING OF SUBJECTS

<u>Subject</u>	<u>Rule Number</u>
Pushing and Towing	3.44
Pylons—Reflector Signs	11.32
Radio Codes	9.22
Radio Trouble	9.45
Radios, Cassettes, Etc.	1.88
Radios (Passengers)	7.64
Railroad Crossings	2.63
Reading on Duty	1.87
Rear Door Interlock	2.52
Recording	8.12
Records, Personal	1.40
Reduced Speed due to Conditions	11.36
Refusing Transportation	7.42
Reporting Back from Vacation	1.82
Reporting for Duty (Missouts)	2.03
Reporting Sick	1.72
Requests for Assistance	2.84
Responsibility	1.15
Restrictions on Two-Way Radio Operation	9.10
Restrictions (Radios)	9.21
Restroom Facilities	1.94
Restroom Facilities--Passengers	2.56
Returning from Sick Leave	1.76
Riding on Passes	8.50
Running Time	2.28

ALPHABETICAL LISTING OF SUBJECTS

<u>Subject</u>	<u>Rule Number</u>
S.A.S. Check by Radio Dispatcher	9.48
Safe Driver Awards	5.20F
Safeguarding District Property	4.81
Safety	1.84
School Buses, Stop for	2.75
Service Delays	2.35
Shirt and Blouse Colors	6.31
Shirts and Blouses	6.30
Shoes	6.50
Sick Operators Travel Restrictions	1.73
Signs	3.12
Silent Alarm Indicator	10.11
Silent Alarm System (S.A.S.)	9.25
Situations not Covered	1.16, 11.20
Slow Orders	3.38
Smoking on Bus—Passengers	7.60
Smoking Restrictions	4.42
Solicitation	4.90
Special Instructions (Busway)	11.70
Speed	11.30
Speed Limit	3.34
Spotting the Bus	2.36
Standards of Efficiency	1.20, 11.90
Standees	7.51
Standing Vehicles in Busway	
Emergency Stopping Area	11.38
Starting of Engines	3.13

ALPHABETICAL LISTING OF SUBJECTS

<u>Subject</u>	<u>Rule Number</u>
Station Operations	2.53
Stop not Required	2.66
Stop not Required at Grade Crossing	2.65
Stops and Speed Limits	
on Turn-Around Loops	2.46
Stops (Busway)	11.60
Storage Location Procedures	2.26
Street Excavation, Workmen or other	
Hazards in the Street	2.72
Striking Fixed Object or	
Unattended Vehicle	2.91
Subpoena or Summons	2.92
Sunglasses	5.20C
Supplies	2.12
Sweaters	6.40
Tampering	8.14
Tampering with Equipment	3.11
Temporary Passes	8.45
Testing and Use of Lights	3.18
Testing of Brakes	3.15
Time Check	6.73
Tobacco - Permitted	4.41
Tobacco - Prohibited	4.40
Traffic Signals	3.40
Transfer Connections	2.34

ALPHABETICAL LISTING OF SUBJECTS

<u>Subject</u>	<u>Rule Number</u>
Transferring Passengers between Long Beach Freeway and Gibson Tunnel	11.74
Transferring Passengers between Long Beach Freeway and Mission Road	11.76
Transmitting with Bus in Motion	9.43
Transporting Newspapers and other Articles	2.78
Transporting Relatives and Friends	4.95
Trousers	6.20
Tunnel—Speed Restrictions	11.33
Turn Ins	2.15
Turns	3.35
Two-Way Radio Voice Codes	9.60
Unattended Bus at Stations	2.57
Unattended Bus at Terminals	2.51
Unauthorized use of District Property or Time	4.80
Unenforced Rule Report	2.94
Uniforms	6.00
Union Emblems	5.20E
Unmarked Bus Stops	2.40
Unofficial Stops	7.73
Use of Headlights (Busway)	11.80
Vehicle Check at Terminal	3.49
Vehicle Lights at Layover	2.49

ALPHABETICAL LISTING OF SUBJECTS

<u>Subject</u>	<u>Rule Number</u>
Ventilation	3.26
Violations of Hours of Service	2.21
Walk Aids (And Stand Up Walkers)	7.87
Watches	6.70
Weapons	7.82
Weather	3.37
What to do in the Event the Danger Remains on the Bus	10.14
Wheelchairs	7.85
When to Activate the Silent Alarm System	10.10
Witness Report	2.83
Zone Checking or Relief Points	2.29

