



Highlands School District “Contracted School Bus Transportation Proposal”



4242 William Flynn Highway
Allison Park, PA 15101
Phone: 412-828-9000
Fax: 412-828-9006

March 25, 2019



March 25, 2019

Ms. Lori Byron, CPA
Highlands School District
1500 Pacific Avenue
Natrona Heights, PA 15605

Ms. Byron:

Thank you for the opportunity to provide a Request for Proposal for Transportation Services for the Highlands School District. Enclosed you will find our proposal, resume of leadership personnel (Appendix A), supplemental information to support our company (Appendix B), company initiatives (Appendix C) and signature page as required by the school district RFP (Appendix D).

As the owner of ABC Transit, I have been involved in the oversight of the company since 2013. Our company started with 30 vehicles and has grown substantially. We are current the exclusive transportation provider for Fox Chapel Area SD, North Hills SD, Riverview SD, Shady Side Academy and Shaler Area SD, along with providing transportation services for the Hampton SD, North Allegheny SD, Pittsburgh Public Schools and Seneca Valley SD. We also provide transportation services for Carnegie Mellon University and the University of Pittsburgh.

My experience over the last five plus years as the owner and President of ABC Transit Inc. brings a wealth of experience in the school bus industry to your school district. My diverse background has helped establish a company that provides competitive pricing, commitment to quality, and outstanding service.

ABC Transit's top leadership, management staff, training program, and drivers are the difference. Top leadership, including myself, will be available anytime you need. We will handle every problem as if it is the most important of our day. Local management staff and dispatchers are knowledgeable and work tirelessly to ensure all routes are safe and on time. Our training program prepares drivers for any situation encountered on our routes, with training provided from some of Western Pennsylvania's most veteran, skilled drivers. Lastly, our drivers, with strong support from all areas, have some of the best driving records and interpersonal skills available, showing the excellence that exists from top to bottom. Those strengths translate into a quality transportation offering for our students every day that I feel to be the attributes of ABC Transit.

ABC Transit's excellent equipment, reliability and growing reputation among school districts and peers is unquestioned. Add in our minimal complaints and little negative feedback after meeting the many needs of the school districts we serve and ABC Transit is the right choice. Regardless of our growth, we will always maintain the service of a small operation...one that provides individual service, attention to detail, and quick response time.

ABC Transit will provide you the excellence expected in the Highlands School District. I look forward to hearing from you regarding our proposal. Feel free to contact me at (412) 310-1110 or aaron@abctransit.com.

Respectfully,



Aaron Silverman, President

Table of Contents

Executive Summary and Benefits/Advantages to Highlands School District.....	1
• Safety and Risk Management	1
• Additional Benefits to Highlands School District.....	1
• Personnel/Operations Management	2
Highlands School District’s “Pricing for Contracted School Bus Transportation” <i>Rate Sheets</i>	3
• ABC Transit Inc. Statement Regarding the Request for Proposal	4
• Highlands SD Proposal for Contracted School Bus Transportation	5
• ABC Transit Inc. Rate Sheet for Highlands School District.....	7
Appendix A: Resumes of ABC Transit Inc. Leadership and Job Descriptions	8
• Aaron Silverman, President.....	9
• Todd O’Shell, Vice-President	11
• Monica Roenigk, Regional Manager	13
• Terminal Manager and Dispatcher Job Descriptions.....	14
Appendix B: Supplemental Information	16
• Client List and Contact information for PA School Districts	17
• Reference Letters	18
• Company Financial Statement	21
• Certificate of Insurance	22
Appendix C: Safety, Risk Management, Operational & Employee Policies, Procedures and Initiatives	23
• Employee Safety Manual	24
• Driver and Monitor Handbook.....	53
• Employee Policies, Procedures and Safety Memo from the President	70
• Driver Point System Incident Report Program	81
• Motor Carrier Identification & Safety Data Certification	82
• Preventative Maintenance Program	83
Appendix D: Signature Page.....	84

Executive Summary & Benefits to the Highlands School District

ABC Transit, Inc. Mission Statement:

It is our passion and mission to provide safe, efficient, and cost-effective transportation to the school districts, families and communities we serve through honesty and integrity. We take pride maintaining a positive, winning team attitude and by Safely Transporting America's Future.

ABC Transit Inc. is extremely honored and proud to submit this proposal to the Highlands School District for "Contracted School Bus Transportation". The following is just a brief "snap-shot" of the many accomplishments ABC Transit Inc. has achieved as a company and team.

Safety and Risk Management

- ✓ **A Comprehensive and Highly Proactive Risk Management Program** is in place company-wide to enhance workplace safety and risk management, including the following:
 - the design and implementation of a customized Employee Safety Manual (see Appendix C)
 - fleet safety policies and procedures
 - new hire pre-employment screening process, orientation and formal training programs; and many other mission-critical safety initiatives
- ✓ **Certified Safety Committee** meets monthly in accordance with the State of PA Dept. of Labor & Industry annual requirements; annual training completed for current term
- ✓ **Successfully implemented a "Driver Accident/Incident Accountability Points System"** resulting in greater driver safety awareness and accountability, focus on accident prevention and improved post-incident driver training, as well as, significant improvement in overall Commercial Auto "loss ratio"
- ✓ **Employee Safety Incentive Program** that modifies employee behavior and reinforces positive behaviors, reaching goals/accomplishments
- ✓ **Highest Level of US DOT Motor Carrier Designation** has been obtained through stringent DOT inspection and safety plan, with an Inspection Value of "20-Pass"
- ✓ **Developed and implemented a customized "Service Plan"** to achieve the following objective:
"To improve ABC Transit Inc.'s risk profile through the continuous review, development and implementation of effective policies, procedures and controls focused on the mitigation of risk and minimization of losses."

In addition to meeting and exceeding the core requirements expected of us by the Highlands School District, ABC Transit Inc. is prepared to implement the following "Value-Added" programs and initiatives as a part of our Service Plan and Pledge:

Additional Benefits to Highlands School District

- ✓ Provide the Highlands School District with a customized Service Plan and a timeline for delivery of our value-added services
- ✓ We will evaluate the school district's current routing system and conduct a ***"School Bus Route and Schedule Analysis"*** to determine if efficiencies can be implemented. Using our other locations and many services to surrounding school districts as a guide, we will investigate operating efficiencies and reduction in both fuel and transportation costs cost savings. These savings will come in the form of vehicle size reductions, shared runs, and route revisions.
- ✓ Develop a detailed Communications Strategy and Plan to enhance communications between the Highlands School District management team and ABC Transit Inc.

- ✓ Provide dedicated team members specifically assigned to serve the Highlands School District's needs and goals
- ✓ Implement proactive Fleet Safety, Driver Training and Risk Management Policies, Procedures and Programs company-wide
- ✓ Instill our Impeccable Fleet Safety & Vehicle Maintenance Record, including:
 - Camera (video) and audio installed on all lighted vehicles, including forward facing cameras
 - Installation of Global Positioning Systems (GPS) to safely monitor vehicle timing and location
 - Mandatory pre-trip safety/maintenance checklist and procedures

Personnel/Operations Management

- ✓ Owner and President Aaron Silverman, Vice-President Todd O'Shell, and Regional Manager Monica Roenigk have over 75 years combined experience in Western Pennsylvania school district transportation. Their experience is just a small part of the management experience and expertise ABC Transit Inc. brings to the Highlands School District, along with a vast knowledge of the area.
- ✓ Management personnel are "present" daily in all areas of company operations and overall management of local managers and drivers. A local Terminal Manager will guide the day-to-day operations to ensure a smooth startup and a continuously successful school year. Aaron, Todd, Monica, and other ABC Transit Inc. management personnel will also be visible throughout the district and available to school personnel. While ABC Transit Inc. continues to grow, the personal touch of a small company continues.
- ✓ Safety before the trip begins is of utmost importance. Management's implementation of daily pre-trip safety inspections and checklist system of all vehicles is monitored daily to more proactively identify and immediately address any potential safety hazards and/or maintenance issues.
- ✓ The ABC Transit Inc. Management Team has implemented several key employee safety initiatives and programs, including:
 - **More stringent driver MVR and Drug screening policies and procedures.** Expanded program to include driver screenings at several times during the year: **1) as a part of the Pre-employment Screening Process and 2) Random testing**
 - **More aggressive claims management reviews,** accident/incident reporting reviews and specific corrective action implementation strategies discussed at **EVERY** Safety Committee Meeting. Accident/incident reviews and all safety training is led by 28-year law enforcement veteran, Safety Director/DOT Coordinator Brian Davies. During his 25 years with the Pennsylvania State Police, Mr. Davies was responsible for DOT Safety/Compliance, Commercial vehicle inspections, oversight of over 1,800 vehicles for the Pennsylvania State Police Annual School Bus Inspection in Allegheny County, just to name a few of his responsibilities. Mr. Davies brings a wealth of experience and knowledge of school bus regulations, Commercial vehicles enforcement, highly advanced accident investigation certifications, and a thorough knowledge of vehicle code and inspection regulations.
 - **Mandating driver and classroom training requirements above those required by the Pennsylvania Department of Transportation for all drivers** to ensure the most well prepared school bus drivers on the road. Our training program is led by 18-year school bus industry veteran, Training Coordinator Elaine Rickard. As the former Training Coordinator for W.L. Roenigk, Inc., Ms. Rickard leads all training programs, driver safety initiatives, accident tracking, and maintained all personnel records for driver compliance. Ms. Rickard's experience is broad, with eight years in the criminal justice system as Clerk of Courts and Deputy Clerk of Courts, and Executive Director of the PA Sheriffs' Association.

Highlands School District

“Proposal for Contracted School Bus Transportation”

Rate Sheets

PRESENTED BY:



Prepared on:
March 25, 2019

ABC Transit, Inc.
4242 William Flynn Highway
Allison Park, PA 15101
Phone: 412-828-9000
Fax: 412-828-9006

ABC TRANSIT INC. STATEMENT TO HIGHLANDS SD TRANSPORTATION RFP

This proposal is for a five-year term minimum and we are open to additional years. This term is necessary for ABC Transit Inc. to successfully invest in capital, land acquisition, and equipment.

Prior to agreement between the Highlands School District and ABC Transit Inc., cost issues within the RFP will need to be discussed and agreed upon. We deem certain RFP items as those needing modification to achieve optimum efficiency for the Highlands School District and ABC Transit Inc.

Additionally, while the Proposal for Contracted School Bus Transportation sheet on Page 5 denotes "Cost to Duplicate Existing Program" from Schedule A and the ABC Transit Inc. Rate Sheet on page 7 has daily rates for vehicle categories needed, these numbers could be negotiated further. Items used in further negotiations could include an agreement of certain revised RFP cost issues (as noted above), share options with our current school districts and efficiencies in Highlands SD current transportation system.

Through mutual discussion and agreement, ABC Transit Inc. believes an amenable solution can be developed and approved by both parties to achieve a common outcome.

HIGHLANDS SCHOOL DISTRICT

PROPOSAL FOR CONTRACTED SCHOOL BUS TRANSPORTATION

Notes:

- (a) Contractors are encouraged to use State Formula ("SF") pricing or indicate SF +/- %
 (b) Contractors must note if there is a minimum daily charge.

	YEAR 1 (2019-2020)	YEAR 2 (2020-2021)	YEAR 3 (2021-2022)	Year 4 2022-23	Year 5 2023-24
<u>COST TO DUPLICATE EXISTING PROGRAM (SCHEDULE A)</u>					
DAILY RATE	\$ See rate sheet	\$ Plus CPI	\$ Plus CPI	\$ Plus CPI	\$ Plus CPI
(Further information regarding specifics of program is needed to determine actual amount. Cost to duplicate existing program will be based on number of days per vehicles/routes, potential efficiencies available in existing program upon review, and on potential shares with current contracts.)					
<u>COST TO TRANSPORT ONLY REIMBURSABLE STUDENTS (SCHEDULE B)</u>					
DAILY RATE	\$ See rate sheet	\$ Plus CPI	\$ Plus CPI	\$ Plus CPI	\$ Plus CPI
(Further information regarding specifics of program is needed to determine actual amount. Cost to duplicate existing program will be based on number of days per vehicles/routes, potential efficiencies available in existing program upon review, and on potential shares with current contracts.)					
<u>COST TO ADD (SUBTRACT) BUS FROM PROGRAM</u>					
DAILY RATE	\$ \$260.00	\$ Plus CPI	\$ Plus CPI	\$ Plus CPI	\$ Plus CPI
<u>COST TO ADD (SUBTRACT) VAN FROM PROGRAM</u>					
DAILY RATE	\$ \$189.00	\$ Plus CPI	\$ Plus CPI	\$ Plus CPI	\$ Plus CPI
<u>COST TO ADD (SUBTRACT) WHEELCHAIR ACCESSIBLE VEHICLE</u>					
DAILY RATE	\$ \$230.00	\$ Plus CPI	\$ Plus CPI	\$ Plus CPI	\$ Plus CPI

COST FOR
Bus/Van Aide
~~XXXXXX~~ \$ \$75.00 \$ Plus CPI \$ Plus CPI \$ Plus CPI \$ Plus CPI

FIELD TRIP COST \$ \$190/trip \$ Plus CPI \$ Plus CPI \$ Plus CPI \$ Plus CPI
(PER MILE/PER
HOUR) \$ \$2.15/mile over 75 \$ Plus CPI \$ Plus CPI \$ Plus CPI \$ Plus CPI
 \$26/hour over 4 hr

NOTE:

1. All above daily rates, including those for other size vehicles, are fully outlined in the following ABC Transit Inc. Rate Sheet for Contracted School Bus Transportation on Page 7.
2. See additional notes to complement this rate sheet on ABC Transit Inc. Rate Sheet for Contracted School Bus Transportation on Page 7

**ABC Transit Inc. Rate Sheet for Contracted School Bus Transportation
2019-20 through 2023-24
Highlands School District**

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
PRIMARY AND SECONDARY TRANSPORTATION SERVICES					
Daily Cost Per Operating Vehicle					
77-84 Passenger	\$290.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
36-72 Passenger	\$260.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
20-30 Passenger Minibus	\$220.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
Lift Equiped Small Pass Buses/Van	\$230.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
10 Pass School Bus Constructed	\$210.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
Unlighted Vans	\$189.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
Excess over 5 hours/day - School Vehicles/per hour	\$26.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
Bus Chaperones (per day-5 hour max)	\$75.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI

AUXILIARY TRANSPORTATION SERVICES					
Daily Cost Per Operating Vehicle					
Early Dismissal	\$55.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
In-District (one-way non-peak)	\$80.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
Mid-Day Run - All Vehicles	\$85.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
Mid-Day Attendent	\$40.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
Field/Athletic Trips (per two way run, 4 hour max)	\$190.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
Field/Athletic Trips over 4 hours (per hour)	\$26.00	Plus CPI	Plus CPI	Plus CPI	Plus CPI
Field/Athletic Trips over 50 miles (per mile)	\$2.15	Plus CPI	Plus CPI	Plus CPI	Plus CPI

NOTES:

- CPI = Consumer Price Index - CPI determined according to US Burear of Labor Statistics CPU-U Pittsburgh or comparable region. Annual increase of CPI is based on a minimum of 3%.
- Fuel escalation clause: Once fuel reaches \$2.00/gallon, district shares cost with contractor 50/50; renegotiate at \$4/gal
- Alternative Fuel Option: while diesel is currently the most economical fuel and our vehicles are equipped with the cleanest emissions technology available, we would be open to discussing alternative fuel options.
- All rates for Primary, Special and Auxiliary rates are the same for Summer School/ESY.
- Rate sheet reflects ABC Transit Inc. name on all vehicles.

Appendix A
Resume of ABC Transit, Inc. Leadership
(Aaron Silverman, Todd O'Shell, Monica Roenigk)
and Job Descriptions

PRESENTED BY:



Prepared on:
March 25, 2019

ABC Transit, Inc.
4242 William Flynn Highway
Allison Park, PA 15101
Phone: 412-828-9000
Fax: 412-828-9006

Aaron Silverman

**Owner and President
ABC Transit, Inc.**

PROFESSIONAL PROFILE

Formed ABC Transit, Inc. with 30 vehicles in June 2013 after acquiring MIL Transit. Established company on the principals of safety, quality, and service. ABC Transit, Inc. has progressively grown to five operations in Etna, Cheswick, Harmony, Millvale and North Hills. Currently provide buses, mini-buses, and vans as the exclusive transportation service for the Fox Chapel Area School District, North Hills School District, Riverview School District, Shaler Area School District and Shady Side Academy. Also provide bus, mini-bus, and van service for regular and extra-curricular transportation for Pittsburgh Public Schools, Seneca Valley School District, Hampton Township School District, and North Allegheny School District. Prior to ABC Transit, Inc., served as Operations and Fleet Manager for W.L. Roenigk, Inc. Worked from 2001-2013 with Bill Roenigk, Jr. to successfully expand the vehicle fleet from 400 vehicles to over 1,000.

WORK EXPERIENCE

ABC Transit Inc. – Allison Park, PA
Owner and President (June 2013 – Present)

WL Roenigk Inc. – Sarver, PA
Operations and Fleet Manager (September 2001 – August 2013)

SS Sales Inc. – Allison Park, PA
Owner and President (2004 – present)

Silverco Construction – Gibsonia, PA
Owner/Operator (1997-2002)

PROFESSIONAL EXPERIENCE OVERVIEW

- Responsible for all ABC Transit, Inc. employees, as well as the oversight of the entire company. Supervise those responsible for the direct operations of their specific locations, all mechanics at each garage location and safety and training staff. Chair the company's Safety Committee at monthly meetings. Establish and meet the yearly budget. Supervise all State Police Annual Inspections, DOT Inspections, PUC Inspections and any spot checks. In charge of seeking out new customers and establishing bids. Primary contact for all Government/State Agencies, vendors, and School Districts. Make all decisions regarding insurance coverage (auto, workers comp, health, etc.). Make all decisions regarding drug and alcohol testing and compliance. Responsible for the purchase of all new and used vehicles needed for contract compliance, as well as disposal of all old equipment. Handle the locating, purchase, and development of all new site locations. Represent the company at accidents and oversee the accident reporting process.
- Responsible for a majority of aforementioned supervisory duties as Operations and Fleet Manager at W.L. Roenigk, Inc.
- Responsible for complete day-to-day operations at SS Sales, Inc. and purchase of all vehicles for resale. Establish and maintain all licenses & programs required by the state as used vehicle dealer. Handle all customer complaints and/or concerns. Establish all accounts with vendors and auctions. Organize all transportation and shipping of purchased vehicles. Establish financing and warranty programs for customers. Establish and maintain website and all advertisements

EDUCATION & MEMBERSHIP

Robert Morris University – 2002-2004

Geneva College – 1997-1999

Community College of Allegheny County – 1999-2000

Pine Richland High School, 1997

PA School Bus Association Board of Directors, Southwest Region – 2013-present

Butler County State Inspection Association Board Member – 2013-present

References available upon request.

TODD P. O'SHELL

Administrator in Transportation Operations and K-12 Student Services

Offering 27 years of school bus and school administrative experience in all aspects of K-12 student services including transportation, athletics, buildings and grounds, business operations, and communications. Highly regarded by supervisors and co-workers for effective leadership; development of high achieving, well-designed programs; calmness in times of crisis; outstanding communication and interpersonal skills; diverse skill sets; honesty; loyalty; and an untiring work ethic.

EXPERIENCES AND CONTRIBUTIONS

Transportation – Current ABC Transit, Inc. Vice-President, overseeing daily operations of vehicles and employees at four Pittsburgh locations. Also served as Transportation Director for two school districts over 24 years. Coordinated and supervised operation of district's student transportation system. Managed transportation contract and contracted employees for fleet of 75 vehicles at South Butler County School District and 30 vehicles at Freeport Area School District. Prepared and implemented bus schedules, assembled data, prepared, and submitted state reports, and maintained data for audits. Fielded all parental concerns regarding school district transportation. Developed and managed transportation budget.

Athletics – Effective coordination and supervision of school district interscholastic athletic programs and activities. Administration of all athletic rules and regulations. Employed, maintained, and evaluated coaches for all sports, including volunteer staff. Developed and implemented schedules for school's 23 sports teams, including officials, transportation, and scheduling. Site supervisor for over 195 district home yearly events. Developed and managed athletic budget.

Buildings and Grounds – Coordinated and supervised operation of school district's facilities department. Supervised Director and workforce of 35 maintenance and custodial employees. Responsible for contract administration. Developed and managed operational and capital budget.

Business Operations – Served as Interim Business Manager, Interim Food Service Director, district sales agent for sale of four elementary schools, Project Manager for numerous building projects, liaison in four Superintendent and other administrative hiring searches, along with serving nine-member School Board as secretary.

Communications – Planning, implementing, and evaluating community relations efforts. Serve as school district spokesperson, liaison, and contact between school, media, and community. Write, design, publish, and distribute press releases, newsletters, informational packets, brochures, calendars, reports, presentations, and other communication tools. Serve as administrative advisor on all communication issues. Webmaster for school district's internet web site (www.freeport.k12.pa.us).

EMPLOYMENT HISTORY

ABC Transit, Inc., Allison Park, PA
Vice-President (2015-present)

Freeport Area School District, Freeport, PA
School and Student Events Coordinator/Athletic Director (2009-2015)

South Butler County School District, Saxonburg, PA
Administrative Assistant/Board Secretary (1991-2009)

ACADEMIC BACKGROUND

Ohio University, Athens, OH
Master of Science in Athletic Administration (2013)

Slippery Rock University of Pennsylvania
Bachelor of Arts in Communication (1990)

PROFESSIONAL AFFILIATIONS

- Nat'l Interscholastic Athletic Admin. Assoc. (NIAAA) 2009-2015
 - Nat'l School Public Relations Assoc. (NSPRA) 1991-2009
 - PA Association of School Business Officials (PASBO) 1991-2015
 - PA School Boards Association (PSBA) 1991-2009
 - PA School Public Relations Association (PenSPRA) 1991-2015
 - PA State Athletic Directors Association (PSADA) 2009-2015
 - Pupil Transportation Association of PA (PTAP) 1991-2015
 - Western PA Interscholastic Athletics League (WPIAL) 2009-2015
-

PROFESSIONAL ACTIVITIES/HONORS

- Northern Athletic Directors' Association Vice-President (2012-2015)
 - PenSPRA President's Award (2011, 2003)
 - WPIAL District 7 Athletic Director's Association Funding Interscholastic Athletic Programs Committee (2011)
 - WPIAL District 7 Volleyball Committee (2010-2015)
 - Pennsylvania Registered School Business Official (PRSBO) through PASBO (2007-2015)
 - PenSPRA President (2005-07), Vice-President (2003-05), Symposium, Strategic Plan and West Program Chair (2000-04)
 - PSBA Educational Publications Contest Award of Excellence (2004) and Honorable Mention (1997, 2001, 2003, 2004)
 - PASBO Communications Committee (2001-present), Communications Committee Chairperson (2003-05)
 - PenSPRA Excellence in Education Contest Award of Excellence (2003) and Awards of Honor (2000-2004)
 - PASBO Conference Committee (2002-2004, 2010-2011)
-

References available upon request

MONICA ROENIGK

PROFESSIONAL PROFILE

School bus management professional with 30 years of experience helping managers, customers, and employees succeed in the school bus industry. The goal every day is to provide safe, reliable transportation for students to and from school, support district policies, communicate with district staff and parents.

WORK EXPERIENCE

ABC Transit, Inc., Allison Park, PA

January 2014 – Present

Regional Manager: Responsible for assisting in the day-to-day operation of five locations with 450 employees. Responsibilities include: supervision of office, maintenance and driving staff, budget preparation and attainment, preparing and submitting bids, establishment and maintenance of safety programs and incentives, processing accident & injury claims, payroll, billing, primary contact for corporate office/vendors/customers, overseeing the dispatch department, managing customer/driver complaints, schedule & log pre-employment/random/post-accident drug and alcohol testing, oversee the recruitment and training of new employees, member of the safety committee, maintain knowledge of all state requirements to maintain compliance or establish new accounts.

W.L. Roenigk, Inc., Sarver, PA

August 1989 – January 2014

Terminal Manager: Oversaw two school districts (Highlands and Deer Lakes School Districts), 75 drivers and four mechanics. Responsible for daily run assignments and vehicle assignments, including field trips, sports and activities and managing customer/driver complaints. Provided drivers with current schedules and student rosters. Kept driver information updated and provided that information to the school districts. Scheduled driver drug tests and performed saliva alcohol tests as needed/required. Worked with mechanics on vehicle maintenance, inspections and repairs. Maintained vehicle records. Coordinated the Annual State Police summer school bus inspection.

EDUCATION & TRAINING

- Highlands School District, Natrona Heights, PA.
- Forbes Road East AVT, Monroeville, PA
- Commercial Drivers License – School Bus and Passenger Endorsement
- Certified Drug and Alcohol tester

ABC TRANSIT INC. TERMINAL MANAGER JOB DESCRIPTION

An ABC Transit Inc. Site Manager is a salary, exempt employee who, under the supervision of the President and Vice-President, is responsible for the overall operations of the school bus terminal. This position coordinates and oversees all functions of the facility including the maintenance, dispatching, safety, communicating with drivers, school district personnel and parents for daily routes, trips and extra-curricular activities of students for our clients. This position is accountable for clear, timely communication and paperwork to the main office.

SPECIFIC DUTIES:

- Responsible for the overall day-to-day operations of the facility.
- Oversee Driver Recruitment Program to ensure coverage of home to school routes.
- Management and Yearly evaluation of each of your full-time staff.
- Management of all part-time drivers to include all disciplinary matters and driver evaluations.
- Coordinate with supervisor(s) when conducting disciplinary actions of employees.
- Keep records and submit reports as required.
- Oversee driver credential files to ensure current certifications.
- Oversee payroll, account receivables, account payables, and month end requirements to ensure timely submission for your respective location.
- Ensuring that each School District is being supplied required information and assist in providing a safe, reliable, on-time service through efficient and cost effective solutions to routing issues.
- Knowledge and implementation of contents of School District contracts and facility leases.
- Attend various meetings as required.
- Responsible for carrying out all company policies and State & Federal applicable regulations.
- Ensuring all drivers and staff are equipped with all necessary job related training.
- Plan driver safety meetings with safety and training personnel.
- Participate in the planning of yearly financial requirements for respective facility.
- Management of monthly billing report to determine profit and loss.
- Develop charter and school business during non-school days and summer months.
- May, on occasion, be required to drive.
- All other duties as designated or assigned by President or Vice-President of Operations.

QUALIFICATIONS:

- PA Commercial Drivers License with Passenger and School Bus Endorsements
- Current report of Driver Physical Examination
- 2 - 4 year undergraduate degree in business preferred
- 5 or more years experience in school bus operations; minimum of 2 years in a leadership role or an equivalent combination of education and experience required.

KNOWLEDGE AND SKILLS:

- Ability to plan in detail
- Effective communication skills
- Ability to organize, lead, and motivate all personnel involved in operations
- Ability to thrive in a constantly changing chaotic environment and consistently meet tight timelines
- Must be proficient with computer and appropriate software
- Knowledge of Federal and State regulations.
- Conduct oneself professionally and in a manner to reflect positively on ABC Transit Inc.
- Knowledge of Federal and State OSHA regulations.
- Ability to evaluate and discipline drivers and enforce company policy and procedure.
- Must be highly motivated and demonstrate capable leadership skills.

ABC TRANSIT INC. DISPATCHER JOB DESCRIPTION

An ABC Transit Inc. Dispatcher is a salary, exempt employee who, under the supervision of the Terminal Manager, is responsible for processing requests for student transportation needs. This position communicates with drivers, school district personnel and parents for daily routes, trips and extra-curricular activities of students for our clients. This position is accountable for clear, timely communication, scheduling of drivers to routes, dispatching drivers for all transportation needs, and coordination of routes for all school district events.

SPECIFIC DUTIES:

- Understand company and school district technology to input transportation requests and schedule the vehicles
- Report problems with vehicles to appropriate mechanic
- Assign bus drivers to driving assignments and track bus driver and maintenance mechanic attendance records
- Field bus driver calls for information/assistance while driving routes and trips during the workday
- Maintain and file records and assist in completing state reports for school district clients
- Share bus route information to parents, students, and staff upon request
- Oversee the instruction of drivers in operating procedures or schedule changes
- Schedule vehicles, input miles and hours for all home-to-school and extra-curricular field trips, vehicle trips, maintain schedules for drivers, contact and schedule sub drivers
- Perform other related duties as assigned by Terminal Manager or other top company leadership

QUALIFICATIONS:

- PA Commercial Drivers License with Passenger and School Bus Endorsements
- Current report of Driver Physical Examination
- 2 or more years experience in school bus operations

KNOWLEDGE AND SKILLS:

- Ability to plan
- Effective communication skills
- Ability to organize and motivate drivers
- Ability to thrive in a constantly changing chaotic environment and consistently meet tight timelines
- Must be proficient with computer and appropriate software
- Knowledge of Federal and State regulations.
- Conduct oneself professionally and in a manner to reflect positively on ABC Transit Inc.
- Must be highly motivated and demonstrate capable leadership skills.

Appendix B

Supplemental Information

Client List, Reference Letters, Financial Statement, and Insurance Certificates

PRESENTED BY:



Prepared on:
March 25, 2019

ABC Transit, Inc.
4242 William Flynn Highway
Allison Park, PA 15101
Phone: 412-828-9000
Fax: 412-828-9006

Client List of PA School Districts

Fox Chapel Area School District (4,240 students) – started 2013

Reference: Daniel Breitzkreutz, Director of Ancillary Services – 412-967-2474

96 Runs – 45 Buses, 51 Mini Buses and Vans, and all sports and activity charters

Shaler Area School District (4,359 students) – started 2014

Reference: Dr. Bryan O'Black, Assistant Superintendent – 412-492-1200, x2834

89 Runs – 44 Buses, 45 Mini Buses and Vans, and all sports and activity charters

Seneca Valley School District (7,127 students) – started 2016

Reference: Jim Pearson, Director of Transportation – 724-452-6040, ext. 1637

80 Runs – 80 Buses and all sports and activity charters

Pittsburgh Public Schools (25,003 students) – started 2013

Reference: Megan Patton, Director of Transportation – 412-529-8125

70 Runs – 32 Buses, 38 Mini Buses and Vans, and multiple sports and activity charters

North Hills School District (4,394 students) – started 2016

Reference: David Hall, Director of Finance and Operations – 412-318-1021

50 Runs – 25 Buses, 25 Mini Buses and Vans, and all sports and activity charters

Riverview School District (1,050 students) – started 2014

Reference: Peggy DiNinno, PhD, Superintendent of Schools – 412-828-1800

26 Runs – Six (6) Buses, 20 Vans, and all sports and activity charters

Shady Side Academy (950 students) – started 2015

Reference: Paul Francioni, Director of Facilities – 412-968-3186

11 Runs – Four (4) Buses, seven (7) Vans, and all sports and activity charters

Hampton Township School District (2,928 students) – started 2014

Reference: Jeff Kline, Director of Administrative Services/Transportation – 412-492-6385

Seven (7) Runs – Seven (7) Mini Buses and Vans

North Allegheny (8,167 students) – started 2013

Reference: Roger Sechler, Director of Operations – 412-369-5503

Three (3) Runs – Three (3) Mini Buses and Vans



FOX CHAPEL AREA SCHOOL DISTRICT

"Excellence is not an act, but a habit." Aristotle

March 7, 2019

To Whom It May Concern,

Please accept this letter of reference for ABC Transit, Inc. The Fox Chapel Area School District has been working with ABC Transit since October, 2013.

ABC Transit was retained to provide service on approximately 10 routes to supplement the existing contract when the incumbent failed to meet the district's expectations. After careful evaluation of service, pricing, managing issues, and overall performance, ABC Transit was awarded the exclusive five-year agreement in the spring of 2015.

Since they have taken over the entire contract, ABC Transit has met all of their contractual obligations, managed issues very well, and has taken a proactive approach to providing excellent service. Additionally, they have kept their commitment to provide new buses for nearly every route and have worked to offer ride share opportunities with other districts to reduce costs where possible.

The pricing is fair to both parties, the service has greatly improved since we transitioned from our previous carrier, and our contract has received the support and attention from upper management that you would expect for such a large district. We have created a true partnership that works toward the common goals of our students, families, and taxpayers of the district.

As this contract winds down, we are in the process of negotiating a (5) year extension with ABC Transit based on our experience, fair pricing, attention to detail, and a solutions-based management approach.

The Fox Chapel Area School District is genuinely satisfied with the relationship we have developed with ABC Transit and would recommend their company to provide services to other local districts in the Pittsburgh region.

If you have any questions, please contact me at 412/967-2474 or daniel_breitkreutz@fcasd.edu.

Respectfully,

Daniel Breitkreutz
Director of Ancillary Services
Fox Chapel Area School District

DXB/lc.abc.ref

Seneca Valley School District



Tracy L. Vitale, Ed.D.
Superintendent of Schools

Administration Center
124 Seneca School Road
Harmony, PA 16037-9134
PHONE: (724) 452-6040
FAX: (724) 452-6105

To Whom It May Concern,

March 2019

I am pleased to recommend ABC Transit Inc. as your next transportation provider. ABC Transit Inc. services the Seneca Valley School District and would be an excellent addition to your School District's team.

Seneca Valley has partnered with ABC Transit Inc. since their selection in April 2016 as the District's transportation provider. In that time, ABC Transit has demonstrated the knowledge base, skill, leadership, and professionalism of an exemplary school bus provider.

ABC Transit began with several challenges, including a wide-spread driver shortage and a need to reduce the transportation budget. ABC Transit has kept their word in providing enough drivers to fill every route and works diligently to maintain an additional base of drivers. They also provide fair pricing, sustain excellent equipment, and regularly review our transportation routes to increase transportation reimbursement.

Their approach to school bus transportation has provided superior structure, consistency and improvement for the student population. ABC Transit's openness to handle issues quickly and efficiently, while maintaining the focus on students, is impressive. Each encounter I have with their staff is met with interest and positivity.

ABC Transit is highly qualified to meet your transportation needs. The ABC Transit staff promised Seneca Valley they would meet any task and provide the excellence we expect. We have not been disappointed in their promises.

Should you have any questions, please feel free to contact me at the above information.

Sincerely,

A handwritten signature in blue ink that reads "Tracy Vitale". The signature is fluid and cursive, with the first name "Tracy" and last name "Vitale" clearly distinguishable.

Dr. Tracy Vitale
Superintendent of Schools

Shaler Area School District

1800 Mt. Royal Boulevard, Glenshaw, PA 15116 • 412.492.1200 x2834 • www.sasd.k12.pa.us

Sean C. Aiken, MSED
Superintendent of Schools

Bryan E. O'Black, Ed.D
Assistant Superintendent



Kathleen R. Graczyk, Ed.D
Director of Student Services

Sherri L. Ludwig, CPA
Director of Business Affairs

March 15, 2019

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation for ABC Transit Inc. ABC Transit Inc. is the sole transportation contractor for the Shaler Area School District. ABC Transit Inc. has proven themselves to be dedicated to our students, staff, administration and district community. As the district's Assistant Superintendent of Schools, I have had the opportunity to work with the staff of ABC Transit for the past 1 ½ years. In my position I oversee all transportation services of our 4,500 students and special student transportation and work daily with their dispatchers, management and safety staff.

During all of my encounters with ABC Transit I have found them be very professional, knowledgeable and flexible. All of these are qualities that you want in order to have a highly successful and functional transportation model. Specifically, ABC Transit takes training of their employees and safety of our students very seriously. Additionally, they spend a great deal of time working with our Special Education Department to ensure that all specialized transportation needs are met to ensure a smooth transport to and from school.

ABC Transit Inc. was charged with helping the district reduce overall transportation costs. Their commitment to helping the District make fiscally responsible decisions while keeping a "student first" focus was to be commended. ABC Transit Inc. accomplishes this goal annually by meeting with our transportation department to review routing and fleet utilization in order to ensure that our transportation services are running with a high level of efficiency.

Through their demonstrated performance, collaborative relationship and outstanding communication skills, ABC Transit Inc. has proven themselves to be a great partner with the Shaler Area School District. It is without hesitation that I highly recommend ABC Transit Inc. to provide transportation services for your school district.

If you should have any questions relating to ABC Transit, please do not hesitate to contact me. I would be more than happy to discuss it with you.

Sincerely yours,

Bryan E. O'Black, Ed.D.
Assistant Superintendent of Schools



Company Financial Statement

ABC Transit Inc. provides transportation to area public school districts, private and parochial schools, along with many other outside organizations. Since 2013, ABC Transit Inc. has grown from a 30 vehicle location in Lawrenceville to one of Western Pennsylvania's fastest growing companies. As of March 2019, ABC Transit has five locations: 320 Poplar Street in Etna, 830 Route 910 in Cheswick, 201 Hahn Road in Pittsburgh, 2425 Evans City Road in Harmony and 120 Evergreen Road in Millvale.

ABC Transit's financial portfolio is strong, with long-term contracts in each school district we serve to provide a stable and consistent income. Current multi-year contracts run through various end dates, including 2019, 2020, 2021, 2022 and 2023, with early renewal options in each and anticipated when those dates are achieved. Through effective efficiencies, profit is able to be placed back into capital, equipment, and personnel to build resources within the company to gain further strength. ABC Transit Inc. is forward thinking in placing financial resources in areas to build the company into one that will be self-sufficient in coming years. Our continuous growth will be met each year with sound financial decisions that will benefit the company and the school districts we service.

To further support and endorse the financial position of ABC Transit Inc., contact Christey Browne, Vice-President of Business Banking at Key Bank, at (412) 400-4875.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/14/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RTI Insurance Services of Florida, Inc. 6371 Business Blvd Suite #200 Sarasota FL 34202	CONTACT NAME: Paul Rivera PHONE (A/C, No, Ext): 941-487-4006 E-MAIL ADDRESS: paul@trustrti.com FAX (A/C, No): 941-328-6711
INSURED ABC TRANSIT, INC. Silverco Leasing LLC 4242 William Flynn Highway Allison Park PA 15101	INSURER(S) AFFORDING COVERAGE INSURER A: Utica National Insurance Group INSURER B: Graphic Arts Mutual Insurance INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 1354651942

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	CPP 4802115	7/1/2018	7/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	4955039	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	Y	Y	CULP 4762260	7/1/2018	7/1/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	Y	4883750	8/26/2018	8/26/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property			CPP 4802115	7/1/2018	7/1/2019	Blanket- Building/BPP 9,122,152

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is listed as additional insured and provided a waiver of subrogation on all applicable policies where required by written contract. Coverage is primary and noncontributory.

CERTIFICATE HOLDER**CANCELLATION**

Highlands School District
1500 Pacific Avenue
Natrona Heights, PA 15065

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Appendix C

Safety, Risk Management, Operational & Employee Policies, Procedures and Initiatives

PRESENTED BY:



Prepared on:
March 25, 2019

ABC Transit, Inc.
4242 William Flynn Highway
Allison Park, PA 15101
Phone: 412-828-9000
Fax: 412-828-9006



Transportation Employee Safety Manual

ABC Transit, Inc.

**An Employee Guide to Safety Policies and Procedures
to Support a Safety-Conscious Work Environment**

Provided by: InServio Risk Management Group, LLC

Legal disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought. © 2008, 2011-2012 Zywave Inc. All rights reserved.

Table of Contents

<u>COMMITMENT TO SAFETY</u>	26
<u>EMPLOYEE SAFETY RESPONSIBILITIES</u>	27-28
<u>SAFETY ORIENTATON TRAINING</u>	29
<u>RETURN TO WORK PROGRAM</u>	30
<u>EMERGENCY ACTION PLAN</u>	31-32
<u>EMERGENCY CONTACT INFORMATION</u>	33
<u>SEXUAL HARASSMENT POLICY</u>	34
<u>WORKPLACE VIOLENCE</u>	35
<u>ACCESS TO EMPLOYEE EXPOSURE & MEDICAL RECORDS</u>	36
<u>VEHICLE USE POLICY</u>	37
<u>MOTOR VEHICLE RECORD (MVR) GRADING CRITERIA</u>	38
<u>DOL/FMCSA REGULATION</u>	39-42
<u>OSHA COMPLIANCE PROGRAMS</u>	43-44
<u>FIRE PREVENTION & ELECTRICAL SAFETY</u>	45
<u>GENERAL SAFETY PRECAUTIONS</u>	46
<u>JOB-SPECIFIC SAFETY PRECAUTIONS</u>	47-50
<u>CMV PASSENGER AUTHORIZATION</u>	51
<u>EMPLOYEE ACKNOWLEDGEMENT FORM</u>	52

Commitment to Safety

ABC Transit, Inc. recognizes that our people drive the business. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by ABC Transit, Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

ABC Transit, Inc. is firmly committed to the safety of our employees. We are committed to providing a safe working environment for all employees and will do everything possible to prevent workplace accidents.

We value our employees not only as employees but also as human beings critical to the success of their families, the local community and ABC Transit, Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents and incidents, no matter how slight, are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and facility policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, ABC Transit, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, ABC Transit, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds ABC Transit, Inc. in higher regard with patients and increases productivity. This is why ABC Transit, Inc. will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of ABC Transit, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of ABC Transit, Inc. will set a positive example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor facility health performance, safety, working environments and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this facility. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at ABC Transit, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries, keeping each other safe and healthy in the workplace.

President

03/01/2014

Risk Manager

03/01/2014

Employee Safety Responsibilities

The primary responsibility of the employees of ABC Transit, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees must become familiar with, observe and obey ABC Transit, Inc.'s rules and established policies for health, safety and the prevention of injuries while at work. Additionally, employees must learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction **not** to begin the task until they discuss the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, the employee is required to contact the safety coordinator.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe or that likely to cause injury or a health risk to themselves or others.

General Safety Rules:

Conduct

- Horseplay and practical jokes are prohibited. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or that threatens or intimidates others, is forbidden.

Drugs and Alcohol

- The use and/or possession of illegal drugs or alcohol on facility property or on company time are forbidden.
- Reporting for work while under the influence of illegal drugs or alcohol is also forbidden.

Safety on Client Property:

- Employees of ABC Transit, Inc. are required to follow all client safety and security procedures while doing business on client property.
- If your client host does not advise you regarding safety hazards, consider the following:
 - Emergency exit location(s).
 - Keep your eyes on the path you are walking and avoid any tripping/slipping hazards; while on stairs, maintain three-point contact – hand on rail and feet on steps.
 - Wear shoes that support your feet and are slip-resistant.
 - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in equipment.

These rules are established to help you stay safe and injury-free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When dropping off or picking up goods at a location, employees are required to follow the above rules, as well as all client rules and procedures, and work in a manner that reflects positively on ABC Transit, Inc. Before operating any equipment not owned or normally operated by ABC Transit, Inc. personnel, permission must be secured.

Injury Reporting

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of workers' compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

ABC Transit, Inc. provides transitional return to work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while remaining productive. Employees are required to return to work immediately upon release.

Safety Orientation Training

ABC Transit, Inc. is committed to providing safety- and health-related orientation and training for all employees at all levels of the company. ABC Transit, Inc. will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but is not limited to, the following:

1. Facility-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment (PPE)
6. Emergency procedures
7. Employee accident-reporting requirements
8. Return to work program
9. Any OSHA-required training not included or addressed above

Periodic Inspections

It is the policy of ABC Transit, Inc. that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, vendors and others.

All employees are responsible for cooperating during these inspections, and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Incident Reporting

1. Any work-related injury or suspected injury must be reported immediately to your supervisor and to human resources. A form must be completed. Failure to promptly report an injury may result in disciplinary action.
2. Human resources will issue a form for the injured employee to take to the treating medical practitioner. The employee must return this form to human resources by the next business day.
3. After each practitioner appointment, the employee must report to their supervisor and human resources to review their progress.
4. ABC Transit, Inc. provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
5. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both ABC Transit, Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest feasible recovery and return to work.

ABC Transit, Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

ABC Transit, Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a return to work program, which includes transitional or light duty work. The return to work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a report of injury or illness form.
- When medical treatment is sought, the injured employee must advise his or her supervisor of the intention to seek treatment and obtain a return to work evaluation form. Regardless of the choice of physicians, the return to work form must be completed for each practitioner visit. ABC Transit, Inc. will not accept a general note stating only that you are to be off work.
- Under this program, temporary light duty work is available for up to 60 days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond 60 days, up to a maximum of six months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and of whose absences ABC Transit, Inc. approves must keep human resources informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request Form and submit it to the human resources department. You must also have your practitioner complete both the return to work evaluation form and return to work request/physician's authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position if one is available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a return to work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact the human resources department.

Emergency Action Plan

General Emergency Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
 - Fire/police/ambulance – 911
 - Internal emergency number
 - Human resources
 - Page
 - Operator "0"
- Know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring. If you act with good intentions, you will not be reprimanded if a situation turns out to be a false alarm.
- First aid supplies and emergency equipment are located each location for use by those who are authorized and properly trained.

Evacuation

- Employees will be notified of a potential fire either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a potential fire, employees should immediately evacuate the building. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. Never use elevators during fire alarm situations; always take the stairs.
- Supervisors should be the last people to leave the area and are responsible for checking the facility to be sure that all personnel have evacuated.
- Any employees having mobility, visual, hearing or any other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance through human resources.
- Upon exiting the building, all personnel should report for a head count.
- If any employee is missing, an immediate report should be made to the incident commander, who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy an area or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call 911 for an emergency announcement.
- Have someone notify the incident commander of where the emergency is located. They will relay this information to the fire department.
- If you have been trained to, you can decide to use a fire extinguisher following these instructions:

P=Pull the safety pin

A=Aim the nozzle at the base of the fire

S=Squeeze the operating lever

S=Sweep side to side covering the base of the fire

**When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

Medical Emergency

(For health care facilities unable to respond to medical emergencies internally)

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human resources will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

- The supervisor will monitor a weather alert radio. If a severe weather report is issued, he or she will immediately make an announcement. This announcement will be repeated three times.
- Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio along. When the severe weather warning is cancelled, they will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

Emergency Contact Information

FIRE DEPARTMENT: _____

TELEPHONE: _____

POLICE DEPARTMENT: _____

TELEPHONE: _____

EMERGENCY MEDICAL SERVICES (AMBULANCE): _____

TELEPHONE: _____

HOSPITAL: _____

TELEPHONE: _____

DOCTOR: _____ **ADDRESS:** _____

TELEPHONE: _____

JOBSITE TELEPHONE NUMBERS:

PROJECT NAME/NUMBER: _____

ADDRESS: _____

TELEPHONE: _____

SITE SUPERINTENDENT: _____

Cell/Home TELEPHONE: _____

CLIENT CONTACT: _____

OFFICE TELEPHONE: _____

Cell/Home TELEPHONE: _____

Sexual Harassment Policy

ABC Transit, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes – but is not limited to – slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion or national origin; sexual advances; requests for sexual favors and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to, or referral of, sexual overtures;
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation.

Appropriate action will be taken with respect to violation of this policy by any non-employee.

If you believe that you are being subjected to workplace harassment, take the following steps:

1. If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and that they must stop.
2. Report the incident immediately to your supervisor or the human resources department.
3. Report any additional incidents that may occur to one of the above resources.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action, up to and including discharge from employment.

Workplace Violence

- Employees that feel that they have been threatened should immediately report their concern to the supervisor and to human resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify human resources; always stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with human resources so that a prevention plan can be developed.

Access to Employee Exposure & Medical Records

Employees and former employees, who are, have been or will be exposed to toxic substances or harmful physical agents, including high noise levels, can have access to exposure and medical records maintained by ABC Transit, Inc. upon request.

Vehicle Use Policy

To: All drivers of ABC Transit, Inc.
Effective: 03/01/2014

This policy applies to:

- Vehicles owned, leased or rented to ABC Transit, Inc..
- Personally owned vehicles driven by employees on behalf of ABC Transit, Inc..

The following policy has been established to encourage safe operation of vehicles and to clarify insurance issues relating to drivers and ABC Transit, Inc..

- All drivers must have a valid driver's license.
- Motor vehicle records (MVR) will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an unacceptable driver, your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for ABC Transit, Inc. business:

- Your personal auto liability insurance is the primary payer. ABC Transit, Inc.'s insurance is in excess of your coverage.
- You should carry at least per occurrence liability coverage. Evidence of insurance coverage is to be provided to ABC Transit, Inc. each year by a copy of your policy's declaration page or a certificate of insurance.
- ABC Transit, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- When required, you must accurately report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault – liability and negligence will be determined after thorough investigation.
- Report the accident to ABC Transit, Inc. as soon as possible.

By signing this document, you are agreeing that you have read and understood the vehicle use policy and agree to comply with all of its provisions.

Employee's Signature

Date

Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years]

The following chart serves as a guideline for evaluating an employee's motor vehicle record (MVR). An employee with an MVR grade of "poor" may not be insurable by our insurance carrier. If driving is a required part of a position at ABC Transit, Inc., the inability to be insured could jeopardize employment. Note that any major violation results in a poor score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> ▪ Driving under influence of alcohol/drugs ▪ Failure to stop/report an accident ▪ Reckless driving/speeding contest ▪ Driving while impaired ▪ Making a false accident report ▪ Homicide, manslaughter or assault arising out of the use of a vehicle ▪ Driving while license is suspended/revoked ▪ Careless driving ▪ Attempting to elude a police officer

Hours of Service

The Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA) regulate the number of hours drivers of commercial motor vehicles (CMVs) can spend on the road. ABC Transit, Inc. expects all employees to comply with these guidelines.

Property-Carrying

- 14-Hour Duty Limit
 - Drivers are allowed a period of 14 consecutive hours of on-duty time after being off duty for 10 or more consecutive hours.
 - The 14-consecutive-hour duty period begins when any kind of work is begun, not just when driving begins.
 - Once the end of this 14-consecutive-hour period has been reached, employees cannot drive again until they have been off duty for another 10 consecutive hours.
- 11-Hour Driving Limit
 - Employees may drive no more than 11 total hours during the 14-consecutive-hour duty period. There is no limit on how many of those hours can be driven at once.
 - Once an employee has driven a total of 11 hours, they cannot drive again until they have taken 10 consecutive hours off duty.
- 60/70 Duty Limit
 - Companies that operate vehicles every day:
 - Employees are not allowed to drive after they have been on duty 60 hours during seven consecutive days.
 - Once the 60-hour limit has been reached, employees will not be able to drive again until they have dropped below 60 hours for a seven-consecutive-day period.
 - Companies that *do not* operate vehicles every day:
 - Employees are not allowed to drive after they have been on duty 70 hours during eight consecutive days.
 - Once the 70-hour limit has been reached, employees will not be able to drive again until they have dropped below 70 hours for an eight-consecutive-day period.
 - 34-Hour Restart
 - Regulations allow a driver to restart their 60/70 duty limit by taking 34 consecutive hours off duty.
 - After taking 34 consecutive hours off, drivers begin counting their hours on the day of their restart and do not go back the seven or eight days normally required.

Passenger-Carrying

- 15-Hour Duty Limit
 - Drivers are allowed a period of 15 hours on-duty time after being off duty for eight or more consecutive hours.
 - The 15-hour limit does not include time spent off duty throughout the day, such as breaks.
 - Once this 15-hour limit has been reached, employees cannot drive again until they have been off duty for another eight consecutive hours.
- 10-Hour Driving Limit
 - Employees may drive for no more than 10 total hours of their 15-hour duty limit. There is no limit on how many of those hours can be driven at once.
 - Once an employee has driven a total of 10 hours, they cannot drive again until they have taken eight consecutive hours off duty.

DOT/FMCSA Regulation

- 60/70 Duty Limit
 - Companies that operate vehicles every day:
 - Employees are not allowed to drive after they have been on duty 60 hours during any seven consecutive days.
 - Once the 60-hour limit has been reached, employees will not be able to drive again until they have dropped below 60 hours for a seven-consecutive-day period.
 - Companies that *do not* operate vehicles every day:
 - Employees are not allowed to drive after they have been on duty 70 hours during any eight consecutive days.
 - Once the 70-hour limit has been reached, employees will not be able to drive again until they have dropped below 70 hours for an eight-consecutive-day period.

Sleep-Berth Provision

- Property-carrying vehicles
 - Drivers using the sleeper berth provision must take at least eight consecutive hours in the sleeper berth, plus two consecutive hours either in the sleeper berth, off-duty or any combination of the two.
- Passenger-carrying vehicles
 - Drivers using the sleeper berth provision must take at least eight hours in the sleeper berth, and may split the sleeper-berth time into two periods provided neither is less than two hours.

Recordkeeping Requirements

- Drivers of both passenger- and property-carrying CMVs must keep a 24-hour log of how they spend their time each day.
- After it's completed, drivers have 13 days to get the original copy to their supervisor. Individual supervisors may require drivers to turn it in sooner.
- Drivers must keep a copy of each daily log for the next seven consecutive days after they are filled out. The copies must be available for inspection by law enforcement officers.
- Any time a driver works for ABC Transit, Inc. and another motor carrier during a 24-hour period, they must make extra copies of their 24-hour log and give one to each motor carrier. The log must include:
 - All duty time for the entire 24-hour period
 - The name of each motor carrier worked for during the 24-hour period
 - The beginning and finishing time, including a.m. or p.m., worked for each motor carrier.

Texting Ban

It is well-recognized that texting while driving dramatically increases the risk of a motor vehicle injury or fatality. For the safety of ABC Transit, Inc. employees, and to comply with DOT/FMCSA regulation, texting is not allowed while operating CMVs. To eliminate any pressure an employee may feel to text while driving, any communication through text will be done with the consideration that an employee may not be able to immediately respond.

By FMCSA definition, texting includes the following:

- Short message service (SMS)
- E-mailing
- Instant messaging
- Commands or requests to access a website
- Engaging in any other form of electronic text retrieval or electronic text entry for present or future communication.

Texting does not include:

- Reading, selecting or entering a telephone number, an extension number or voicemail retrieval codes and commands into an electronic device to make or receive a telephone call
- Using voice commands to make or receive a telephone call
- Inputting, selecting or reading information on a global positioning system or navigation system
- Using a device capable of performing multiple functions (such as fleet management systems, dispatching devices, smart phones, citizens band radios and music players) for purposes other than texting

DOT Hazardous Materials Regulations (HMR)

The HMR is applicable to:

- Interstate, intrastate and foreign carriers transporting hazardous materials by rail car, aircraft, motor vehicle and vessel.
- The manufacture, fabrication, marking, maintenance, reconditioning, repairing or testing of a package or container which is represented, marked, certified or sold for use in the transportation of hazardous materials.

Shipping Papers

- Each person who offers hazardous materials for transportation must describe the hazardous materials on a shipping paper. No carrier may transport a hazardous material unless it is accompanied by a shipping paper that is prepared in accordance with the HMR.
- The basic description now includes proper shipping name, hazard class, identification number and packaging group. The class names, IMO class and division numbers or subsidiary hazard classes may be entered in parentheses. Entries are required for number and type, along with packaging and weight.
- The regulation requires an emergency response telephone number to be placed on the shipping paper. The telephone number must be monitored at all times when the material is in transportation.

Marking

- The basic marking requirement consists of the proper shipping name and identification number of the hazardous materials contained in the package. Markings should be durable, in English and not obscured by other markings or labels.
- You may not offer or transport a container unless the hazardous material markings apply to the material contained in the package.

Hazardous Material Table

- When assigning shipping names, class and division numbers and guidance for packaging and handling requirements for hazardous materials, consult the Table of Hazardous Materials and Special Provisions located at all locations. Use this table to properly identify the properties of a given substance.

Hazardous Material Training

- Each employee who will be involved in the transportation of hazardous materials will receive training in the following categories:
 - **General awareness/familiarization:** General awareness and familiarization training is intended to raise the hazmat employees' awareness of the HMR and the purpose and meaning of the hazard communication requirements.
 - **Function-specific training:** Function specific training is intended to teach the necessary knowledge, skills and abilities for an individual's job function.
 - **Safety training:** This training provides information concerning the hazards posed by materials in the workplace and personal protection measures.
 - **Security Training:** Each hazmat employee must receive security awareness training. This training must include an awareness of security risks associated with hazardous materials transportation and methods designed to enhance transportation security.
- Each employee will receive refresher training every three years, or at any time there is a fundamental change to their job functions.

Incident Reporting

- The National Response center must be notified at the earliest practical moment for incidents that occur during the course of transportation (including loading, unloading, and temporary storage) in which as a direct result of the hazardous materials any one or more of the following occurs:
 - A person is killed
 - A person receives an injury requiring admittance to a hospital

DOT/FMCSA Regulation

- The general public is evacuated for one hour or more
 - A major transportation artery or facility is closed or shut down for one hour or more
 - Fire, breakage, spillage or suspected radioactive contamination occurs involving a radioactive material
 - Fire, breakage, spillage or suspected contamination occurs involving an infectious substance other than a diagnostic specimen or regulated medical waste
 - A release of a marine pollutant occurs in a quantity exceeding 450L (119 gallons) for a liquid or 400 kg (882 pounds) for a solid
 - A continuing danger to life exists at the scene of the incident that, in the judgment of the person in possession of the hazardous material, should be reported even though it does not meet the other criteria
- Contact the National Response Center by phone at 1-800-424-8802. For incidents involving etiologic agents contact the Center for Disease Control at 1-800-232-0124.

OSHA Compliance Programs

DOT regulation applies to all commercial motor vehicles on public roads engaged in the interstate trucking industry. OSHA regulation applies to commercial motor vehicles operating on private property or involved in intrastate trucking.

Hazard Communication

1. All ABC Transit, Inc. employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards and general safe handling guidelines. At ABC Transit, Inc., the SDS collection is located at the Etna location. Employees are free to use the SDS collection as needed.
3. General rules for handling chemicals are:
 - o Read all label warnings and instructions.
 - o Follow instructions for quantity – using more of a chemical is not always better or more effective.
 - o Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin, and keep your face clear of the area to reduce inhalation.
 - o Always wash your hands after handling chemicals.
 - o If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - o Any questions or concerns regarding chemicals should be reported to your supervisor and human resources.
4. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
 - **FIRE** (red background color) - will the material burn?
 - **HEALTH** (blue background) - is the material dangerous to my body?
 - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (fire, health and reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0 Minimal
- 1 Slight
- 2 Moderate
- 3 Serious

Personal Protective Equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

- a) Safety Glasses – must be worn at all times in designated areas in this facility.
- b) Hard Hats – must be worn at all times in designated areas.
- c) Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding or performing other jobs that could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- d) Welding – appropriate filter lens, welding helmet, gloves and sleeves are required for welders at all times.
- e) Respirators – only employees trained and authorized to use respirators are allowed to do so.
- f) Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).

Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag or both applied to an energy control device, do not touch anything.

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on you at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts.
4. When more than one employee is working on a single piece of equipment, each employee must use his or her own padlock along with lockout tongs to lock out the equipment. When the work is completed, each employee must remove only his or her lock.
5. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
6. Replace all guards before removing personal padlocks from the control.
7. Do not use or remove another employee's protective lock – in other words, do not remove a lock from equipment unless you placed it there.
8. Before machinery is put back into use after lockout/tagout, give a verbal announcement or sound a warning to fellow employees.

Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the facility.
3. Only space heaters provided by the facility are approved for use. Employees using space heaters are responsible for turning the heater off when leaving for extended periods of time, such as lunch, end of the workday, etc.
4. In some areas, flammable chemicals are not allowed at any time. If you work in one of these areas and feel that there is a work-related need to use a flammable chemical, contact your supervisor.

Electrical Safety

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
2. Keep electric cords out of areas where they will be damaged by foot traffic.
3. Turn electrical appliances off with the switch and not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
 - Exit doors
 - Aisles
 - Electrical panels
 - Fire extinguishers

General Safety Precautions

Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks or carts; or, get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other and face the load to lift.
6. Bend at the knees, not at the back.
7. Keep your back straight.
8. Get a firm grip on the object using your hands and fingers; always use handles when they are present.
9. Hold the object as close to your body as possible.
10. While keeping the weight of the load in your legs, stand to an erect position.
11. Perform lifting movements smoothly and gradually; do not jerk the load.
12. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body; do not twist at the waist.
13. Set down objects in the same manner that you picked them up, except in reverse.
14. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
15. Never lift anything if your hands are greasy or wet.
16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Housekeeping

1. Do not place material, such as boxes or trash, in walkways and passageways.
2. Do not try to kick objects out of pathways; instead, push or carry them out of the way.
3. Do not store or leave items on stairways.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Use caution signs/cones to barricade slippery areas, such as freshly mopped floors.

Job-Specific Safety Precautions

Driver Safety

1. Do not operate a vehicle if you are fatigued or ill.
2. Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other negative side effects that would impact the ability to drive a vehicle safely.
3. Obey all CDL requirements, traffic laws and signs at all times.
4. Do not exceed posted speed limits.
5. Do not make sudden lane changes except in emergency situations.
6. Do not follow other vehicles too closely.
7. Give yourself additional distance from other vehicles when it is raining, when someone is following you too closely or when you are driving faster than 45 miles per hour.
8. Do not drive the vehicle through, around or under any gate or barrier at a railroad crossing while it is in motion to open or close.
9. Do not drive under an overhang without ascertaining proper clearance.
10. Do not jump from your vehicle; always maintain three points of contact.
11. Avoid sitting on your wallet when driving, as this can eventually result in back pain.
12. Do not park close to intersections or stop signs; your truck may block the view of oncoming traffic or pedestrians.
13. When backing from sunlight into the shadow of a dock, stop for a few minutes to allow your eyes to adjust to the change in light; always back slowly.
14. Do not unload your truck without first setting the hand brake and chocking the rear wheels.
15. Never attempt to open rear or side doors of a trailer before first tapping the doors with tightly closed fist. A change from a hollow to a muffled sound could indicate that your load has shifted.
16. Never stand directly in front of a swing door when opening; always stand to the side. Always lock doors firmly in place to prevent them from swinging.
17. Always release loadbars or other product restraining devices slowly.
18. Place heavier loads on the floor of the vehicle and not on shelves.
19. Do not try to stop falling products unless you can do so safely.
20. Secure the hand cart inside or on vehicle before driving.

Vans and Small Delivery Trucks

1. Do not permit customers to climb into your vehicle.
2. Do not permit employees to ride in the storage compartments of vehicles unless equipped with seat belts.
3. Always secure your load before leaving each customer location.
4. Do not attempt to back into a tight or awkward location unless you have a spotter.
5. Do not overexert yourself when retrieving items; always move material as close to the back of the vehicle as possible before attempting to lift them.
6. Do not stand directly in front of the vehicle door when opening it, as the load may have shifted.
7. Before driving away from customer location, always check behind and around your vehicle for possible obstructions.
8. Do not move your vehicle without first fastening your seat belt.

Fueling

1. Turn the vehicle off before refueling.
2. Do not smoke while refueling a vehicle.
3. If you spill fuel on your hands, wash with soap and water.
4. Clean up small spills from around fuel tanks with paper towels or rags.
5. If a large fuel spill occurs, do not walk through it; follow the company's reporting and clean-up procedures.
6. Always stay near the truck when it is being refueled.

Aggressive Drivers

1. Do not retaliate or in any way engage the other driver if he or she is being aggressive.
2. Do not make eye contact.
3. Keep enough space between you and the vehicle in front of you.
4. Do not underestimate the other driver's potential for aggression.

Job-Specific Safety Precautions

Avoid Becoming an Aggressive Driver

1. Be patient and courteous.
2. Allow extra time to get to your destination.
3. When possible, change your schedule to avoid congestion.
4. Give other drivers the benefit of the doubt - all drivers make mistakes.
5. Avoid conflict, even if you believe you're right.

Pre-Trip Inspection

Each operator is responsible for the safe operation of his or her vehicle. Drivers must make a daily inspection of the following items:

1. Steering
2. Brakes
3. Mirrors and lights
4. Horn and back-up alarm
5. Tires
6. Windshield wipers

Forklift Safety

1. Only employer-authorized personnel may operate forklifts.
2. Do not exceed the forklift capacity; refer to the lift capacity plate on the forklift.
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance height of 4 to 6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
8. Drive at a walking pace, and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
9. Approach railroad tracks at a 45-degree angle.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object, such as a wall.
14. Do not drive along the edge of an unguarded elevated surface, such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a working speed of five miles per hour, and slow down in congested areas.
18. Stay a minimum distance of three fork truck lengths from others operating mobile equipment.
19. When your vision is blocked by the load, drive in reverse and use a signal person.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not load pallets of wood onto the forklift that are not banded.
23. Do not drive the forklift while people are on an attached aerial lift platform.
24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
26. Raise the forks an additional 2 inches to avoid hitting or scraping the ramp surface as you approach the ramp.
27. Do not attempt to turn around on a ramp.
28. Do not shift into reverse as a braking method.
29. Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

Job-Specific Safety Precautions

Mechanics – General Rules

1. No smoking or eating while performing work.
2. Before eating or drinking, wash your hands with soap and water.
3. Wear safety glasses when working on a brake drum or rotor.
4. When reaching in and around the engine or changing oil, apply barrier cream on your arms to prevent oil from penetrating your skin.
5. Use flexible tubing to vent exhaust fumes to the outdoors when running engine while indoors or in a poorly ventilated area.

Hydraulic Lifts

1. Follow the operating instructions provided by the lift's manufacturer.
2. Wear eye protection when working under vehicles to block dirt, debris and parts from entering your eyes.
3. Use the safety latches on the hydraulic lift contact pads.
4. Do not stand in front of vehicles that are being driven onto the lift.
5. Do not raise the lift with anyone inside the vehicle.
6. Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a vehicle into your service bay.
7. Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.
8. Do not leave the controls unattended while the lift is in motion.
9. Do not block or tie open the lift's control while the lift is in motion.
10. Do not use the engine or transmission supports or stands as a substitute for jack stands.
11. If the vehicle begins to slip off of the lift, run in the opposite direction of the fall, but not toward a wall or work bench that might trap you between the object and the vehicle.
12. Before you lower the vehicle, remove tool trays, stands and any other obstruction from under the vehicle.

Grinders & Grinding Wheels

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a ring test. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles; tag it as out of service.
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
7. Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder off when you have finished working with it, and stand next to the machine until it has completely stopped turning.

Compressed Gas Cylinders – Storage & Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "corrosive."
6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
7. Do not store oxygen cylinders near fuel gas cylinders, such as propane or acetylene, or near combustible material like oil or grease.
8. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from anywhere work is being performed, and tag it to indicate the defect.

Job-Specific Safety Precautions

Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mills, punch presses or when bending or forming materials.
2. After making adjustments or repairing, replace guards before starting the machine.
3. Do not try to stop a workpiece as it goes through any machine; if the machine becomes jammed, disconnect the power before clearing the jam.
4. Do not wear loose clothing, jewelry or ties near machines with moving parts.
5. Read and obey safety warnings posted on or near all machinery.
6. Long hair must be contained under a hat or hair net regardless of gender.

Hand Tool Safety

1. Tag worn, damaged or defective tools "out of service," and do not use them.
2. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
3. Do not use impact tools, such as hammers, chisels, punches or steel stakes that have mushroomed heads.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. Do not carry sharp or pointed hand tools, such as screwdrivers, scribes, chisels or files, in your pocket unless the tool – or your pocket – is sheathed.
6. Do not perform makeshift repairs to tools.
7. Do not throw tools from one location to another or from one employee to another.
8. Transport hand tools only in tool boxes or tool belts – do not carry tools in your hand or clothing when climbing.

Hand Truck Safety

1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's load rated capacity – read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the weight will be carried by the axle and not the handles.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck unless you are going up ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf or table.

Welding, Cutting and Brazing

1. Do not leave oily rags, paper (such as blueprints) or other combustible materials in the welding, cutting or brazing area.
2. Do not perform hot work, such as welding, metal grinding or other spark-producing operations, within 50 feet of containers labeled "flammable" or "combustible."
3. Use the red hose for gas fuel and the green hose for oxygen.
4. Do not use worn, burned or cracked hoses.
5. Blow out hoses before attaching the torch.
6. Ignite torches with friction lighters only – do not use a cigarette lighter.
7. Do not change electrodes with bare hands; use dry rubber gloves.
8. Bleed oxygen and fuel lines at the end of the work shift.
9. Do not wear contact lenses when welding.
10. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants and an apron.
11. Use a welding screen to shield other employees from flying slag and intense light.

CMV Passenger Authorization

Scope

This policy applies to all ABC Transit, Inc. employees authorized to drive company vehicles.

POLICY GUIDELINES

Employee Responsibilities

In order to transport an adult passenger, the driver *must*:

- Receive written authorization from ABC Transit, Inc.
- Follow all company safety guidelines.

Passengers are not allowed to:

- Drive the vehicle.
- Aid in any loading or unloading.

Employer Responsibilities

To ensure the health and safety of all drivers and passengers, the employer will:

- Review all requests for passenger authorization to assess any liability the driver, passenger or type of trip presents.
- Enforce the above employee guidelines to ensure that passengers are not being unnecessarily exposed to hazards and that the business does not assume avoidable risks.
- Make sure all drivers are aware of the guidelines for transporting passengers in company vehicles.
- Manage all written authorization to ensure compliance with federal regulation.

ABC Transit, Inc. reserves the right to deny any employee from carrying adult passengers.

Exceptions

There are a limited number of situations in which the terms of this policy do not apply. Written authorization to carry a passenger is not necessary when:

- Transporting employees or other persons authorized by ABC Transit, Inc. to drive company vehicles.
- Aid is being rendered in case of an accident or emergency.

During these situations, it is still expected that drivers take appropriate measures to ensure the safety of themselves and their passengers.

Employee Acknowledgement Form

ABC Transit, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and ABC Transit, Inc.. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents and incidents, no matter how slight, are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and ABC Transit, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, ABC Transit, Inc. will make every reasonable effort to provide a safe workplace that is free from any recognized or known potential hazards. Additionally, ABC Transit, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds ABC Transit, Inc. in higher regard with clients or other stakeholders and increases productivity. This is why ABC Transit, Inc. will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of ABC Transit, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of ABC Transit, Inc. will set a positive example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the facility's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at ABC Transit, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of ABC Transit, Inc.'s employee safety manual. I have read and understood all policies, programs and actions as described, and I agree to comply with these set policies.

Employee Signature

Date



Driver and Monitor Handbook

***For School Bus Drivers,
Mini-Bus Drivers,
Van Drivers and
Monitors***

Updated 11/2016

Table of Contents

Our Goals.....	55
Our Beliefs.....	55
Our Employment Requirements.....	55
Our Manual	55
Overview	56
Being a School Bus Driver in PA.....	57
Requirements for ABC Transit Inc. Drivers.....	58
The A to Z's of ABC Transit.....	59
Accidents.....	59
Activity Trips.....	59
Bus and Route Assignments.....	60
Bus Routes.....	60
Cellular Phones.....	61
Child Check Procedure.....	61
Driver Routine Responsibilities.....	61
Drug and Alcohol Testing.....	62
Employee Expectations.....	63
Field Trip Pre-Trip and Post-Trip Inspection.....	63
Injury Reporting.....	64
Mechanical Breakdown.....	64
Monitors/Aides.....	64
Parking.....	65
Payroll and Pay Dates	65
Pre-Trip Inspections.....	65
Post-Trip Inspections	65
Sexual Harassment.....	65
Special Needs Students.....	66
Student Discipline.....	66
Substitute Drivers.....	66
Traffic Violations.....	67
Termination of Employment for Offenses.....	67
Two-Way Radios.....	67
Workplace Violence.....	68
Vehicle Use Policy.....	68
Signature Page.....	69

OUR GOAL

To provide efficient, safe transportation to all school district students to and from schools and activities.

OUR BELIEFS

Driving a bus should be the top priority in our day, and it is our intent that the experience students have with ABC Transit Inc. is a pleasant one.

We will attempt, within our capabilities and resources, to treat everyone equally. Any service provided for one student, school, or patron will be provided for all others under similar circumstances.

ABC Transit Inc. intends for all school bus drivers to be treated fairly. Every effort will be made to make the bus driver's job as pleasant as possible. A cooperative effort on the part of the driver, dispatch, and other office personnel is needed to ensure a smooth operation of ABC Transit Inc.

All the rules and regulations concerning school bus operations were made for a reason. Some are required by law and others by our school districts. None are made without serious thought, and ALL must be adhered to strictly, both for the safety of the riders and the functionality of the equipment.

Today, it costs close to \$100,000 to purchase one bus. Therefore, we are **ALL** responsible for carrying out our jobs in performing the inspections and maintenance of buses, being careful and safe drivers, and controlling our students so that our buses have a long and safe life.

OUR EMPLOYMENT REQUIREMENTS

The qualifications of a van/bus driver are very strict. As an ABC Transit, Inc. driver you have had your driving record, criminal history, child abuse clearance, Federal criminal fingerprint check, and drug testing completed. Each of these requirements need to be maintained throughout employment and are subject to

OUR MANUAL

The contents of this manual apply to all employees of ABC Transit Inc. who drive or serve in a position in an ABC Transit Inc. vehicle. All drivers must sign-off that they have read and understand this manual as part of their duties as ABC Transit Inc. employees and will abide by its conditions. Violations may result in appropriate disciplinary action or termination of employment.

OVERVIEW

Few people realize that school bus drivers and ABC Transit Inc. as a whole are most vital to the education of students and also to the school system's public relations program. Transportation is so vital that school will be dismissed if the buses cannot run their routes. Since most school district students are transported, school bus drivers have a great opportunity to enhance public relations with the school district's patrons. Also, those taxpayers who have no children riding the bus come in contact almost daily with school buses on the streets. Because of this, you the driver, effects public opinion toward our company.

School bus drivers should be aware at all times that they are very conspicuous when driving a big, yellow vehicle with ABC Transit Inc. identification on the sides of them. Everyone connected with our buses represents ABC Transit Inc. and the school districts we serve. Often, public attitude toward the transportation system is determined by the actions of a single representative. Drivers who are especially courteous create a good image for their school district. Please think before you act or speak. Common sense, courtesy and good judgment will prevent or solve most problems before they develop into a crisis.

The bus driver is the first school representative a student meets each morning. If it is a pleasant meeting and a pleasant ride to school, the student has a much a greater opportunity for a successful learning experience that day. If the bus ride is unpleasant, the student often begins the day with a negative or hostile attitude toward school.

Likewise, since the last school representative a bus rider sees in the afternoon is the driver, we can send him or her home with a pleasant feeling toward school by making the trip home a positive experience. It is advantageous for all ABC Transit Inc. personnel to make every effort to see that a student's time on the bus is as pleasant as possible.

This handbook is intended to provide ABC Transit Inc. drivers and monitors with the basic information, rules, and regulations necessary to effectively operate and maintain a school bus, mini-bus, school van, or serve in a monitor position. The information contained in this book is to be used in conjunction with the Pennsylvania School Bus Drivers Manual and the Commonwealth of Pennsylvania Commercial Driver's Manual published by the Pennsylvania Department of Transportation.

BEING A SCHOOL BUS DRIVERS IN PENNSYLVANIA

Qualifications Of A School Bus Driver

- ◆ Must obtain a commercial learner's permit
 - Submit a DL-31CD permit application, a Self-Certification form (DL-11CD) marked EA, along with a School Bus Driver's Physical Examination (DL-704), the appropriate fee and pass the four knowledge test (computer tests).
 - The physical examination consists of:
 1. A vision screening and a check for hearing loss.
 2. A semi-annual test for drivers with diabetes mellitus.
 3. An annual stress test for drivers with cardiovascular conditions.
 4. A check for physical impairment, rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease, seizure disorder(s), drug or alcohol abuse, mental, emotional or psychiatric disorder(s), uncontrolled hypertension and respiratory dysfunction, tuberculosis in a transmittable stage and a check for any other condition likely to impair the ability to drive a school bus safely.
- ◆ **Please Note:** Pennsylvania law requires commercial permit holders to wait at least 15-days before taking the examination to upgrade their driving privilege. This date identifies the earliest date the driver is eligible to take the driving test.

Health And Safety Requirements:

- ◆ Comply with Pennsylvania Department of Health and any local school district regulations and policies regarding communicable diseases.
- ◆ Pass a Federal criminal history check conducted by the FBI.
- ◆ Pass a criminal history check conducted by the Pennsylvania State Police.
- ◆ Pass a child abuse history check conducted by the Pennsylvania Department of Human Services.
- ◆ Be drug and alcohol free when driving, and not consume any alcoholic beverages within 8 hours prior to operating a school bus.
- ◆ Submit an annual School Bus Driver's Physical Examination Form (DL-704) to PennDOT. The physical requirements are listed above.
- ◆ Pass an FBI Federal Criminal History check.
- ◆ Submit a Medical Examiner's Certificate for school bus drivers engaged in "Non-excepted" transportation.

Training Requirements:

To initially obtain a school bus endorsement, the driver must complete a minimum of 20 hours of instruction, which includes 14 hours of classroom instruction and 6 hours of in-bus training.

Driver's Test:

- ◆ The examination consists of:
 1. A vision screening.
 2. A skills test consisting of a pre-trip inspection, under the hood inspection, performance of basic maneuvers and an on-road driving test. In addition to all components of the commercial tests, drivers are required to successfully execute a simulated student discharge and a simulated or actual railroad crossing.

To Maintain Credentials:

- ◆ Every four years, a school bus driver must:
 1. Complete a minimum of 10 hours of refresher training, which includes 7 hours of classroom instruction and 3 hours of in-bus testing.
 2. Pass the school bus endorsement knowledge examination.
 3. Pass a skills evaluation in a school bus representative of the class school bus the driver is licensed to operate.

REQUIREMENTS FOR ABC TRANSIT INC. SCHOOL BUS DRIVER

1. Hold a valid Pennsylvania Driver's License with CDL designation, "S" & "P" endorsements, and physical card, keeping all in your possession while driving.
2. Demonstrate to the ability to operate a school bus to the company's satisfaction.
3. Have an acceptable moral character.
4. Be a responsible driver.
5. Be willing to comply with all laws, policies, rules and regulations set forth by the federal and state legislature, school districts and ABC Transit Inc.
6. Be willing to accept necessary modifications to assigned routes.
7. Be willing to do the things necessary to maintain a standard school bus driver's certification.
8. Attend meetings called by the school district and/or ABC Transit Inc.
9. Show proper care and respect for equipment, including cleanliness.
10. Show proper respect for students and other employees.
11. Carry a watch at all times while on duty and keep its time correct.
12. Fill out all applicable forms completely, accurately and in a timely manner.
13. Be neat in appearance, courteous to parents and students and cooperate with other bus drivers, principals, teachers and other school officials.
 - a. Every driver will wear **SHOES** while driving a school bus.
 - b. Every driver must wear a shirt. No driver will wear only a tank top or sleeveless undershirt while driving a bus. Clothing which reveals undergarments or clothing of a similar nature is unacceptable.
 - c. Vulgar or suggestive language, pictures or symbols, including those representing alcohol or drugs are not permitted.
 - d. Tight fitting pants or clothing so tight as to be considered "revealing" is unacceptable.

The A to Z's of ABC Transit Inc.

ACCIDENTS

Statistically, most of the accidents involving school buses are found to be preventable on the part of the school bus driver. Most of them could have been avoided if the driver had been patient, alert, taken time to analyze the situation and used good defensive driving skills and judgment.

A key factor in accident avoidance is taking the time to drive safely. Simple accidents such as hitting stationary objects should not occur if drivers are driving safely and slowly.

ANY time a bus is damaged in **ANY** way, **it is considered an accident**, with or without students on the bus.

If you are involved in an accident, these steps are required:

- Stop and secure the vehicle - do not let your vehicle become involved in another accident or be the cause of another accident.
- Render aid - first to your students and then to any other injured people.
- Notify dispatch immediately. ABC Transit Inc. will in turn notify the school and the police when deemed necessary. If you cannot reach dispatch, call 911.
- Do not leave the students unattended.
- Do not release students to leave the bus until released by the police and then only to their parents (you must have positive identification and approval of Dispatch).
- Follow all emergency procedures, including placement of reflective triangles.
- Exchange information with the other people involved. Insurance and vehicle information is located in the sleeve of your bus. Complete the yellow card.
- Make statements only to the police, school personnel, or our insurance company. Do not talk to bystanders about the accident.
- A Vehicle Accident Report must be made in writing on all accidents, no matter how minor the damage. See Dispatch when you return to garage following the accident.
- Failure to report an accident, no matter how small, will be grounds for dismissal.

ACTIVITY TRIPS

- **ALL** activity drivers are required by law to conduct a pre-trip and post-trip inspection for every trip. Make sure you have all of the required emergency equipment on your bus.
- Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e. taking keys, fueling bus, getting directions, getting an EZ Pass if needed, etc.
- Teachers, coaches and sponsors are responsible for the **discipline** of the students on the trips and for the **cleanliness** of the bus when the trip is over. Make sure your sponsor understands what kind of conduct is expected.
- It is the driver's responsibility to know the pickup times and proper directions

to get to the destination ON TIME. If the sponsor has a particular route they desire to go, have a cooperative attitude with them.

- If you experience a breakdown, contact Dispatch immediately.
- No activity trip is to be made unless there is an *adult sponsor on the bus*. Dispatch will notify you if there is an exception to this rule.
- Drivers will drive their own buses unless assigned another bus.
- Close all windows, doors, and top vents after the bus is parked.
- When more than one bus is assigned to a group, the buses will travel in a caravan. Each bus should stay within sight of the others; however, remain at least 300 feet behind the bus in front of you. In event of a breakdown or other problem, help is readily available.
- Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.
- Avoid backing your bus if you can and make sure the spot you park is safe.
- Your time belongs to your sponsor. Be accommodating. Let your sponsor know where you will be and be available if needed in an emergency.
- Overnight trips: Mileage will continue until the bus returns to the Bus Garage. Room and board is to be provided by the sponsoring group.

BUS AND ROUTE ASSIGNMENTS

Buses and drivers are assigned to routes by the Office and are subject to change at any time. The Office assigns drivers to routes each year. Consideration is given to the buses' age, number of miles it has been driven and the length of the route. Mileage on each bus must be regulated to ensure the maximum amount of miles with no major mechanical malfunction. Drivers may be consulted as a part of the change process, if possible, but must be willing to gracefully accept any necessary change in their route. The school districts approve all route changes and ABC Transit Inc. must implement route changes as directed.

BUS ROUTES

Regular bus route, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All regular bus routes, except special education routes, have a printed schedule with designated stops.

General Information and Requirements for Regular Routes

1. Follow the designated route exactly as printed and do not make changes. The only exceptions to this are in the event of a portion of the route being closed due to roadwork, accident or weather factors and you are directed by Dispatch. The school district issues the schedules and we are mandated to follow schedules as provided. If you deviate from the schedule, you are accepting personal responsibility for making the change in the event of an accident.
2. Make the first stop exactly at the time printed on the schedule and follow the approved schedule. Be sure you do not pick-up your first stop early. It is much better to run one or two minutes late than to run one minute early.
3. Stop for students at the location designated by the route sheet.

4. Wear your seat belt when driving a bus. It is state law. Cited violations are \$75, which is your responsibility and will be on your personnel record.
5. Make sure all students are seated before moving the bus.
6. Let no student on or off of the bus except at their designated stops. Students are not allowed off at any stop except their own unless they have a note from the school.
7. Drivers should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and carried out in a timely manner.
8. Students are not permitted in the driver's seat at any time.
9. Disciplinary action is the responsibility of the school. If a student misbehaves, write the student up and turn in to school. Drivers do not have the authority to remove a student from the bus or deny them riding privileges.
10. Unless necessary in an emergency, bus drivers should never touch a student.
11. Observe all traffic laws.
12. If you exit the bus for any reason, turn the ignition off and take the key with you. Students should not be left on the bus unattended for any reason.
13. Backing a bus on school property should take place only on rare occasions.
 - a. Backing on public roads will be necessary from time to time. Use caution and your mirrors.
 - b. If you are not sure about a situation, do not back up. Get a reliable spotter to help you.
14. Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. We are criticized when we break our own rules. Drivers may take a bottled water on the route with them.

CELLULAR PHONES

Most drivers carry cellular phones; however, state law PROHITS the use of cell phones while the bus is in motion. They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus, and then make the call. Use of cell phones for any reason while in transit is cause for disciplinary action and possible citation.

CHILD CHECK PROCEDURE

Before exiting the bus, the driver will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus. Your Child Check will be active after your run so make sure to disengage it prior to exiting the bus. Otherwise, your horn alarm will sound.

DRIVER ROUTINE RESPONSIBILITIES

- Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
- Perform pre- and post-trip inspections. Report any items of concern to the garage by completing a pre-trip book form and place in drivers' room for mechanics.
- When you fuel your bus, you must stay with it. When the tank is full, replace the fuel cap, hang up the hose and move your bus.

- Maintain the accuracy of your student rider list and route map. You will need it in the event of an accident.
- Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustment(s) can be made.
- If a child does not know where to disembark from the bus, notify Dispatch and you will be instructed what to do.
- Students are never to enter or exit through the emergency door except during emergency drills or in the event of a real emergency.
- Only students on your route sheet are allowed on your bus.
- No buses are to be parked in the office area, including in front of the garage, except when fueling. Park your bus in its assigned parking area only at the end of each run and after trips.
- Close all windows, doors, and top vents and lock the emergency door and the loading door at the end of each run and after returning from field trips.
- Before you move your bus, look around to be sure you can begin to move without hitting something. Pay attention to what you are doing at all times.
- Check the interior of your bus after every run to make certain there are no sleeping children or forgotten items, and to make sure that the bus is clean. The cleanliness of your bus interior is **YOUR** responsibility. *Trash is not to be swept onto the lot or the ground. Put it in a trash can!*
- If it is not necessary for you to fuel your bus each day, please fuel it when it reads 1/2 full. Do not park a bus with less than 1/2 tank of fuel in it.
- Make certain your bus has a properly secured fire extinguisher, first-aid kit, clean up kit and reflective triangles every time your bus leaves the bus lot.
- Never leave the key in your bus while it is parked off-site. If you must leave the bus unattended, take the key with you.
- If you are using a spare key, return the key to the office after each trip.
- The speed limit in every bus garage is **5 MPH**.

DRUG AND ALCOHOL TESTING

In compliance with the state and federal law, ABC Transit Inc. has implemented Drug and Alcohol Testing. Employees are subject to drug and alcohol testing at any time, with or without notice. Compliance to the Policy will consist of the following:

- Pre-employment drug and alcohol testing - every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and/or drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.
- Periodic Group Testing – Employees will periodically be required to submit a specimen for an unannounced drug and/or alcohol test. Employees will be given short notice of the test and will be told when the testing will occur.
- Random testing – Every employee has the chance of being selected to provide a specimen for a drug and/or alcohol test. Such random testing

will take place annually. Selection for testing will be done to ensure that the selection of individuals is done at random.

- Reasonable suspicion – If there is suspicion that an employee is under the influence of drugs and/or alcohol while on company property or time, the employee will be required to take a drug and/or alcohol test.
- Post-accident – Every employee who is directly involved in, or whose actions contributed to, an accident on the job must submit to a drug and/or alcohol test as soon as possible after the incident occurs.

In accordance with the Federal Drug Free Workplace Act, individuals convicted of any criminal drug statute as outlined in the ABC Transit, Inc. Drug and Alcohol Testing Policy must notify ABC Transit, Inc. within five days of the date of conviction.

EMPLOYEE EXPECTATIONS

- **ON TIME** – Be on time for work.
- **SIGN IN** – Drivers are expected to report to Dispatch immediately upon arrival for work and **SIGN IN**. In the event that you fail to sign-in, check with office personnel to correct the situation. Drivers are to register their attendance only for themselves and their pay will be reflected accordingly. If you don't sign-in, you will not get paid for your run.
- **CALL-OFFS** – If you know you are going to need to be off, give Dispatch as much advance notice as possible so that a substitute can be arranged. When you are gone, our operation suffers.
- **EMERGENCIES** – When an emergency arises, contact the Dispatcher as soon as possible. Emergencies at home, unavoidable schedule conflicts, and sickness are understandable reasons for missing work. Drivers are placed on their honor to not abuse this accommodation.
- **EXCESSIVE ABSENCES** for personal reasons will be grounds for dismissal.
- **DRIVERS' AREA** – Dispatch, the Office area, and Maintenance Garage are business areas. Please do not carry on unnecessary conversation with the office personnel and mechanics. Let them get their work done. Excessive noise in the Dispatch office hampers the Dispatcher's ability to work.
- **NO SMOKING OR TOBACCO USE** is allowed in company vehicles or school property.
- **PROFANE, VULGAR OR SUGGESTIVE LANGUAGE** is not permitted in any school vehicle or while engaged as a driver/monitor of ABC Transit Inc.
- **GARAGE AREA** – No drivers are permitted in the garage area. This is a safety violation and could result in a fine from OSHA. The drivers' lounge is provided for drivers' use prior to and after running their bus routes.
- **INJURIES** – Report all school related injuries that happen either to yourself or to a student, immediately. An accident/incident form is available in the Office.

FIELD TRIP PRE-TRIP AND POST TRIP INSPECTION

Each driver is required to perform a pre and post-trip inspection on their vehicle. The procedures for inspections on field trips are the same as a route bus.

INJURY REPORTING

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of workers' compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

ABC Transit, Inc. provides transitional return to work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while remaining productive. Employees are required to return to work immediately upon release.

MECHANICAL BREAKDOWN

The procedure for handling a mechanical breakdown (including getting stuck) is much the same as with an accident

- Secure the bus in a safe location, if possible. Place the reflective triangles for oncoming traffic.
- Notify Dispatch. Try to have some idea of the problem and relay that information clearly.
- Do not allow anyone to attempt any mechanical repair except company mechanics.
- If the bus is stuck do not allow anyone to attempt to pull it out except company mechanics.
- Under no circumstance should you leave the location until company personnel have arrived.
- Do not release students to anyone except their parents or guardians and only after receiving approval from Dispatch.
- Take special care in the transferring of the students from your bus to the replacement bus.

MONITORS/AIDES

Monitors and aides are integral components of some vehicle routes. Monitors/aides assist certain children who have special needs or other physical issues. **The driver is in charge of the vehicle at all times. As the monitor/aide, you are there to assist the driver and take care of the needs of the passengers.** Monitors/aides are responsible for assisting children as designated. Monitors also make sure that children they are responsible for are in their assigned seats.

Duties of the Monitor

1. Make sure your attention is on the children. You will not have time to sleep, read or do other things that take your attention away from the children.
2. Enforce the vehicle rules.
3. Assist the children according to the school education plan.
4. Make sure seat belts, safety vests and harnesses stay fastened properly.
5. Help driver in any other way as needed by the driver.

Monitors/aides need to be aware of the route in case there is a substitute driver. Be familiar with all the equipment on the vehicle.

PARKING

Parking spaces will be provided for all drivers based on the garage you drive in. The Etna garage has limited parking and most private car parking is in your vehicles space. The 910 garage has a separate parking area designated for personal vehicle parking.

All school buses and vans are to be parked in their designated spaces only. No vehicles are to be left unattended in and around the office and garage area. This area can become quite congested, which increases the possibility of an accident. Do NOT double park in the office area.

You must return your vehicle to the garage following your run.

PAYROLL AND PAY DATES

Payroll is calculated every two weeks and pay day is every other Friday. You will be paid for home-to-school runs you sign in for and athletic/activity runs you submit charter sheets for. If you do not sign in or submit charter slips, you will not be paid for your efforts. Keep track of your time so you have record of your work.

PRE-TRIP INSPECTION

Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition. Safety is the most important reason you inspect your vehicle. Safety for yourself and for other road users. A vehicle defect found during an inspection could save you problems later. **You are required to inspect your vehicle prior to each trip.**

POST-TRIP INSPECTIONS

A post trip inspection should be conducted at the end of each trip. This inspection will help your mechanics determine the need for any repairs. Items needing repair or maintenance are to be reported on the pre-trip booklet and left in the basket in the drivers' room.

SEXUAL HARASSMENT

ABC Transit, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors or any other persons. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes – but is not limited to – slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion or national origin; sexual advances; requests for sexual favors and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;

ABC Transit Inc. Driver and Monitor's Handbook

- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to, or referral of, sexual overtures;
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation.

Appropriate action will be taken with respect to violation of this policy by any non-employee.

If you believe that you are being subjected to workplace harassment, take the following steps:

- If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and that they must stop.
- Report the incident immediately to your supervisor or the human resources department.
- Report any additional incidents that may occur to one of the above resources.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action, up to and including discharge from employment.

SPECIAL NEEDS STUDENTS

The school district's special needs department will make ABC Transit Inc. aware of special needs students and their requirements. ABC Transit Inc. will make all attempts to educate drivers and monitors of individual concerns of those special needs students riding a school bus or van. Some common concerns are listed below, but it is not an all-inclusive list.

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the special needs student
2. The parent or person placing a child on vehicle is responsible for the child in the loading and unloading point, and should use extreme caution.
3. If there is a student riding a school bus who needs social support or emotional support (for any reason), the school will communicate the student's needs to either ABC Transit Inc. office staff or the driver and develop techniques to ensure the rides to and from school are safe and successful.

STUDENT DISCIPLINE

Students who do not abide by the following rules may be written up on the school bus discipline forms. Drivers are to turn the completed bus discipline forms into the school office. **ONLY THE SCHOOL CAN DISCIPLINE STUDENTS.**

SUBSTITUTE DRIVERS

Substitute drivers carry the same responsibilities as a regular driver and are subject to the same rules and regulations.

There are two categories of substitutes:

1. Full time substitutes or Stand-By drivers who report to Dispatch at a specific time each day. They will be able to drive any route assigned to them by the dispatch office.

2. On call substitutes - drivers who are used on an "as needed" basis, driving a specific route as assigned by the dispatch office.

TRAFFIC VIOLATIONS

School bus drivers are responsible for the safety of all the students riding their bus and violating traffic laws is considered a serious hindrance to that safety. In addition to the regulations in effect under the Pennsylvania Department of Education and the Pennsylvania State Department of Transportation, the following policies will be in effect as well:

1. Drivers who receive citations for speeding, careless driving, improper passing, failure to heed a traffic control device (either mechanical or static), or failure to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified, formal complaints of the same will merit the same treatment.
2. Drivers who lose their CDL will immediately be suspended, pending investigation and are subject to dismissal.
3. All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.

TERMINATION OF EMPLOYMENT FOR OFFENSES

The following first offenses will end in termination of employment from ABC Transit, Inc.:

1. Theft of company, customer, or employee's property
2. Reporting to work under the influence of alcohol or use of intoxicating liquids on company premises.
3. Use of narcotic drugs or under the influence of narcotic drugs while working.
4. Known sabotage of company owned or operated equipment.
5. Deliberately making or using falsified records of any type.
6. Carrying of authorized passengers in company owned or operated equipment.
7. Failing to report an accident or injury immediately.
8. Unauthorized use of a company owned motor vehicle.
9. Operating company owned vehicle while driver's license is suspended/revoked.
10. Willful neglect and mishandling of company equipment.
11. Falsification of an employment application or other data required by the company.
12. Possession of weapons on company property without management consent.
13. Obtaining nine (9) or more points in any one year towards your driving record.
14. Improper conduct and/or comments towards customers, vendors, co-workers, or supervisors.
15. Use of vulgar or offensive language.

TWO-WAY RADIOS

Buses and vans are equipped with two-way radios, which are to be used for school business only. Personal use is against policy. Your radio should be on at all times when you are driving.

Below are some suggestions to help you communicate more efficiently on our system:

ABC Transit Inc. Driver and Monitor's Handbook

1. Always identify yourself when beginning and ending your conversation, i.e., "Bus 29 to Base" and "Bus 29 Clear".
2. Adjust the volume leave it at that setting.
3. Leave the microphone in its hanger unless you are using it.
4. Remember, many people monitor the radio waves; don't say anything over the radio that would compromise the company or impact you in a negative way. Do not make jokes, or wise cracks, do not describe accident scenes, and avoid identifying locations if at possible.
5. If you have any questions, ask in the office.

WORKPLACE VIOLENCE

Employees that feel that they have been threatened should immediately report their concern to the supervisor and to human resources.

- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify human resources; always stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with human resources so that a prevention plan can be developed.

VEHICLE USE POLICY

The following policy has been established to encourage safe operation of vehicles and to clarify insurance issues relating to drivers and ABC Transit, Inc.

- All drivers must have a valid driver's license.
- Motor vehicle records (MVR) will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an unacceptable driver, your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.
- ABC Transit, Inc. is not responsible for any physical damage to your vehicle in the lot or outside the lot if not caused by a company vehicle. You must carry your own collision and comprehensive coverage.

ABC Transit Inc. Driver and Monitor's Handbook

By signing this document, you are agreeing that you have read and understood this handbook and all the contents within.

Employee Name

Date

Employee Signature

Safety Memo

To: All ABC Transit, Inc. Employees

From: Aaron Silverman, President

Date: July 2013

RE: Reporting Vehicle Issues to Maintenance Staff

One of the biggest problems with reporting vehicle maintenance issues verbally is that they may not be followed up on in a timely fashion. Our maintenance staff is responsible for working on all our company vehicles, and they may receive more than one verbal request each day to correct an issue. To prevent this from becoming a safety issue we are implementing the following rules:

#1) You must report in WRITING all serious vehicle defects to the head mechanic at your facility ASAP. Before your next trip, you should check to make sure all repairs have been completed.

#2) You as the operator of any company vehicle have the final say as to what is safe to drive. Unsafe vehicles should never be driven.

#3) In case of disagreements, you as the driver have the right to contact the garage manager or the president of the company for a ruling.

Bad Communications, Lost Messages, Lack of extra vehicle, lack of time, incomplete repairs are not valid reasons for driving an unsafe vehicle. It is YOUR responsibility to Pre-Trip and Post-Trip your vehicle (including CHILD CHECK FOR SLEEPING CHILDREN) and to monitor the vehicle's performance while driving. STOP YOUR VEHICLE AS SOON AS YOU SUSPECT A PROBLEM.

Remember that other vehicle conditions may exist that are NOT unsafe and drivers may be told to continue using a vehicle believed to be safe pending a scheduled repair or the arrival of replacement parts.

Employee printed name

Date

Employee signature

ABC Transit, Inc.
2013-2014 School Year
FILE COPY

- Follow loading/unloading procedures....NEVER leave a vehicle unattended with children on board
- If you are off 3 or more days in a row, you will be required to have a Doctor's excuse before returning to work
- You are a school driver/aide, as such you know that School is in session 180 days. You are expected to be available for the entire session
- Time off must be approved in advance and ONLY if there are enough drivers to cover the runs
- You must call off with as much notice as possible. It is not fair to the students or the driver who has to cover your run, when the driver gets the run late
- EXCESSIVE LATES, CALL OFFS, and NO SHOWS can and will lead to termination
- DO NOT LEAVE THE SCENE OF ANY ACCIDENT. CALL YOUR DISPATCHER OR MANAGER. If no one is around for an unoccupied car, leave the insurance information with your name vehicle number and phone number to the garage. Then upon completion of your run return to the office to fill out an accident report ASAP
- Child checks are mandatory. The driver can be terminated and possibly prosecuted for any student left behind.
- Careless/Reckless driving will not be tolerated
- There is no excuse for rear end collision. INCREASE FOLLOWING DISTANCE/SLOW DOWN/PAY ATTENTION
- Use your mirrors, make sure they are adjusted properly for you
- Unprofessional behavior (any act of road rage) is cause for termination. Keep your comments and your fingers to yourself
- Verifiable complaints will result in action taken to fit the severity of the incident (wait your turn in traffic, do not cut people off, follow the speed limit, etc)
- You are driving company vehicle, keep your radio on an acceptable station for school students and the volume at a minimal level.
- WE ARE ALL IN THIS TOGETHER....Drivers, company officials, school districts, parents. What you say and do while operating an ABC Transit Inc vehicle reflects on ALL of us
- ALWAYS THINK SAFETY FIRST! Be courteous, notify dispatch and bring problems back to the garage to be worked out...not on the road

***IT IS IMPORTANT THAT YOU AGREE BUT IT IS A REQUIREMENT THAT YOU ABIDE BY
THESE GUIDELINES TO CONTINUE TO BE AN EMPLOYEE OF ABC TRANSIT INC.***

Employee Signature

Date

Print Name

ABC Transit, Inc.
FILE COPY

I acknowledge by my signature, that each item listed below has been explained. I understand the consequences I may bring upon myself.

The items mentioned below can and will lead to disciplinary action from Loss of Run Pay up to and including termination.

- Safety & Clearances....Drug Testing...Driving Record, MVR...Criminal History, Act 34..Child Abuse History, Act 151...FBI Fingerprints
- Obey Traffic Laws & Seat Belt Use
- Cell phone use is PROHIBITED while operating an ABC Transit Inc vehicle
- Disrespect/Harassment towards others or their property is cause for termination
- Return keys each day, there will be a \$10.00 deduction to anyone who keeps keys to a company vehicle and prevents it from being driven by another employee
- Keep our vehicle interior/exterior clean
- Get fluids checked WEEKLY
- Vehicle negligence/get maintenance when needed or called for- ***YOU HAVE THE RIGHT TO REFUSE ANY VEHICLE FOR SAFETY REASONS.***
- Taking a vehicle not assigned specifically to you
- Unauthorized use of a company vehicle is THEFT
- Not answering the radio or having it turned off
- YOU cannot change either the pick up or drop off address of any child. IT MUST COME FROM A SCHOOL DISTRICT
- You must wait 3 minutes before you call in for a "no show" and you CANNOT leave until approved by a Dispatcher or Manager
- Do not remove equipment from vehicles without prior approval. As well, do not leave belongings in the vehicle that do not belong to ABC Transit Inc
- Theft will be automatic termination...theft is anything not belonging to you!
- Any careless/unsafe act (speeding in the lot, spinning your wheels in the gravel, vehicle abuse, etc) will not be tolerated
- 2 way radio must be ON and ANSWERED when you are called, 2 way radio is for BUSINESS use ONLY
- The office is not a hang out
- Do not take any company vehicle through a Drive Thru
- ABC Transit vehicles do not park on the street
- Random spot checks for pre-trips, route sheets, driver credentials, vehicle safety, and cleanliness
- EMPLOYEES MUST PRESENT A NEAT, CLEAN, PROFESSIONAL APPEARANCE AND CONDUCT THEMSELVES ACCORDINGLY

10 SITUATIONS THAT REQUIRE SPECIAL CARE

1. WHERE THE BUS WILL NOT BE RETURNED TO THE GARAGE

ACTION: *YOU are required to check the bus before you leave your last drop off and again before you leave the bus (leaving the bus engine run or key on to eliminate the alarm is a terminable offense) These post-trip inspections must each be reported to Dispatch by radio.*

2. WHEN THE SCHOOL LOADING ZONE DOES NOT ALLOW FOR THE BUS TO BE INSPECTED ON SITE

ACTION: *Contact your dispatcher as many times as necessary to arrive at a resolution*

3. AFTER SCHOOL PROGRAMS, FIELD TRIPS AND ATHLETIC CHARTERS

ACTION: *Check your bus after the last drop off...Notify Dispatch immediately if you have a sleeping child or an extra child (if possible, have the child's name, phone number and address ready...DO NOT TRY TO HANDLE THESE SITUATIONS ALONE)*

4. LAYOVERS AT SCHOOLS OR OTHER LOCATIONS (BETWEEN RUNS)

ACTION: *Follow action under #1*

5. DRIVERS WHO ILLEGALLY STOP SOMEWHERE AFTER THEIR RUN

ACTION: *The key word is illegal...THIS CANNOT BE DONE AT ANYTIME*

6. DRIVERS WHO STOP SOMEWHERE WITH PERMISSION (STOP AT BOARD FOR PAPERWORK)

ACTION: *Follow action under #1*

7. DROP OFFS AT SPORTING EVENTS AND CHARTERS

ACTION: *DO NOT DROP OFF ANY GROUP AND LEAVE WITH THE KNOWLEDGE OF THE COMPANY AND THE COACH. If you are dropping a group, tell them to take everything with them. Before your passengers leave the area check to see that all personal items are taken with the passengers by doing a post-trip inspection walk through your bus. ON ANY CHARTER YOU ARE RESPONSIBLE FOR THE SECURITY OF YOUR BUS...DO NOT LEAVE IT UNATTENDED.*

8. BUSES THAT ARE GOING TO THE SHOP AFTER A RUN

ACTION: *Check your bus at the last school or drop off. Go through the assisted check procedure at your garage and then treat the garage as your parking spot where you will need to disarm the child check by completing your walk through*

9. BUSES THAT ARE IN NEED OF FUEL

ACTION: *Buses and vans will be fueled before the run or after the assisted check has been completed at the garage/lot*

10. BUSES THAT BREAK DOWN

ACTION: *Each bus that has not been through the assisted post-trip inspection need to be treated as a loaded bus. BOTH DRIVERS AND MECHANICS ARE RESPONSIBLE TO CHECK THE BUS BEFORE SWITCHING VEHICLES, BEFORE LEAVING THE SCENE AND BEFORE TOWING.*

NEVER TAKE ANYONES WORD THAT YOUR RESPONSIBILITIES HAVE BEEN MET

Employee Printed Name

Date

Employee Signature

TO ALL DRIVERS AND EMPLOYEES

A complete review of all safety practices has been done at ABC Transit Inc.

Even though every driver can recite the safety rules and procedures, lapses have occurred here and at other companies. Bad things do happen to good people, we must continue to learn from all bad experiences.

Whether it is a good driver who has a bad day, or a bad driver who doesn't follow procedures, I do not believe that any employee would intentionally harm or allow harm to come to a child.

Most, if not all, of our old procedures would pass any inspection from a regulatory agency. This today is not enough. What seems a valid reason to delay or shorten a safety procedure becomes nothing more than a lousy excuse under media and customer scrutiny when events occur.

To protect our employees, our customers and most importantly our passengers, adjustments have been made. The biggest change is that you as a driver will see is that all post trip inspections will be assisted, monitored, and/or recorded in some way.

CHILD SAFETY CHECK PROCEDURES ARE AS FOLLOWS:

THEY APPLY TO ALL PASSENGER VEHICLES

1. BEFORE YOU LEAVE YOUR LAST SCHOOL, AND AFTER YOUR LAST SCHEDULED STOP IN THE AFTERNOON, YOU WILL WALK THROUGH THE VEHICLE (BUS OR VAN) TO CHECK FOR PERSONAL BELONGINGS AND SLEEPING CHILDREN.
2. WHEN YOU ARRIVE AT THE TERMINAL, TRAINED PERSONNEL WILL MEET YOU AND GIVE YOU A FLASHLIGHT. THE SUPERVISOR WILL THEN GO TO THE REAR OF THE BUS OPEN THE REAR DOOR AND WATCH YOU CHECK YOUR BUS. AT THE REAR DOOR, YOU WILL RETURN THE FLASHLIGHT AND THE SUPERVISOR WILL USE IT TO CHECK UNDER THE SEATS.

Periodically the child check system on your bus will be tested at this location.

3. YOU WILL THEN TAKE YOUR BUS TO THE CORRECT AND FINAL PARKING SPOT, CHECK YOUR BUS AND DISARM THE CHILD CHECK SYSTEM USING THE PROCEDURES REQUIRED (INCLUDING BUT NOT LIMITED TRAVEL THROUGH THE BUS TO THE REAR EMERGENCY DOOR)
4. IF YOU WILL NOT RETURN TO THE LOT, FOR ANY REASON, YOU WILL BE RESPONSIBLE FOR THE POST-TRIP CHECK AND THEN CALL YOUR DISPATCH LOCATION BY RADIO TO REPORT THAT YOU HAVE DONE SO.
5. THERE HAS BEEN A LIST OF AREAS OF CONCERN IDENTIFIED. THE SAFETY COMMITTEE WILL ADDRESS EACH FURTHER AND WITH THE DRIVER'S INPUT WE EXPECT TO IDENTIFY MORE. PLEASE VIEW THE LIST BELOW.

ABC Transit, Inc.

SAFETY POLICY STATEMENT

ABC Transit, Inc. and Supervisors are dedicated to the safety and well being of all its employees. We will work as a team to give our customers the best of service and the genuine courtesy they deserve, thereby upholding the high standards we have based our reputation upon. We will continue to be a credit to our community and to be a reputable business in the State Of Pennsylvania.

Aaron Silverman, President

(The sections noted with the arrow MUST be completed by the APPLICANT. Please write legibly.)
**REQUEST FROM PREVIOUS EMPLOYER FOR VERIFICATION OF EMPLOYMENT &
 REQUEST/CONSENT FOR INFORMATION ON ALCOHOL & CONTROLLED SUBSTANCE TESTING**

Date: _____

To (Employer):		From:	ABC Transit, Inc
Street:			714 Ekastown Rd
City, State, Zip			Sarver, PA 16055
Phone/Fax Number:	P: _____ F: _____		P: 412-782-4110 F: 724-782-1001

Dear Sir/Madam:

(Applicant) _____, Social Security Number _____, has made an application for our company for a position as _____ and states that he/she was employed by you as _____ from (date) _____ to (date) _____. Will you please reply to the inquiry below on the above referenced applicant? Your reply will be held in strict confidence. Enclosed is a self addressed, stamped envelope for your convenience.

Signed by: _____ (ABC Transit, Inc. Representative)

Position with your company?		Type of work performed?	
Type of vehicle operated?	<input type="checkbox"/> Tractor-Semi Trailer <input type="checkbox"/> Bus <input type="checkbox"/> Other <input type="checkbox"/> Straight Truck	What was attitude toward employer & fellow employees?	
Was he/she a safe driver?	<input type="checkbox"/> Yes <input type="checkbox"/> No	What was general conduct?	
Give accident dates, if any		Any record of alcohol or drug use?	
Ever injured on the job?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Did he/she receive Workman's Compensation for such injuries?	<input type="checkbox"/> Yes <input type="checkbox"/> No Dates: _____

Please rate the overall performance of the above named person;

	EXCELLENT	GOOD	FAIR	POOR
Driving ability				
Attitude				
Work Quality				
Safety Habits				
Cooperation				
Attendance				
Other				

If driver was NOT subject to Part 382 testing requirements while employed, please check here { ☐ }, sign below, and return.

Under Part 382 testing requirements:

- Has this person ever tested positive for a controlled substance in the last two years?*
- Has this person ever has an alcohol test with a Breath Alcohol Concentration of 0.04 or greater in the last two years?*
- Has this person ever refused a required test for drugs or alcohol in the last two years?*

*Please include information received from other previous employers.

If YES to ANY of the above questions, please give the SAP's (Substance Abuse Professional) name, address, and phone number for further reference.

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Completed By: _____

Previous Employer Representative Signature & Title _____

Date: _____

Former Employer (Name/Company

Name): _____

You are authorized to furnish information regarding employment as to my character, conduct, and services to your firm to ABC Transit, Inc. You may also release and forward information requested by this document concerning my Alcohol and Controlled Substances Testing records. You are hereby released from any and all liability which may result from furnishing said information to the above named company.

Signed (Applicant): _____ Witness: _____ Date: _____

ABC Transit, Inc.

714 Ekastown Road
Sarver, PA 16055
412-782-4110

DRUG-FREE WORKPLACE POLICY STATEMENT

It is the goal of ABC Transit, Inc. to provide a safe work environment and a healthy, productive work force. In order to accomplish this, the management has adopted the following policy statement to provide a drug free workplace and comply with Federal Regulations issued by the Department of Transportation, Federal Highway Administration.

POLICY

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited in the workplace, including all office locations, vehicles, offices, and parking lots.

In order to provide for a drug free workplace and comply with Federal Regulations issued by the Department of Transportation, Federal Highway Administration as set forth in 49 CFR, Part 391, ABC Transit, Inc. will implement and maintain an Anti-Drug Program.

Beginning January 1, 1992, all job applicants will be screened for drugs as part of pre-employment drug testing. Beginning January 1, 1992 all current employees will be required to submit to Pre-Employment, Random, Periodic, Post Accident, Reasonable Cause, or Post Rehabilitation testing.

Any employee of ABC Transit, Inc. who fails a drug test (i.e. test results are positive, confirming the presence of a prohibited drug or drugs) will be suspended immediately for willful misconduct without pay for a period of ten (10) days. At the end of the suspension period, the employee will be discharged for willful misconduct unless he/she enters a professionally certified drug rehabilitation program, acceptable to both ABC Transit, Inc. and the EMPLOYEE'S health/medical insurance carrier. Upon entry into an acceptable drug rehabilitation program the employee will be placed on un paid medical leave status. Drug rehabilitation will be an option available to ABC Transit, Inc. employees, one time & one time ONLY. If after having failed a drug test an employee refuses: to enter an approved drug rehabilitation program, fails to comply with or complete the requirements of the rehabilitation program, fails any post-rehabilitation drug test or other subsequent drug tests, or fails to comply with any other aspect of ABC Transit, Inc.'s Anti-Drug Plan, the employee will be discharged for willful misconduct. Furthermore, the drug rehabilitation option described above will be offered only as the employee's health/medical insurance carrier provides coverage for such rehabilitation treatment as part of its health benefits package.

The procedures for sample collection, testing, and administration of this policy shall be in accordance with 49 CFR Part 40, as summarized in the Anti-Drug Plan Procedures attached to this company policy. The "Procedures" are available for inspector or employee review at any time.

In the event that the employee disagrees with the test results, he/she may have that sample which was confirmed positive, retested at another DHHS certified lab. Any such request for retest must be made in writing, on a Standard Spectrum Medical Request Form within sixty (60) days of the final test result from the Medical Review Officer. The requesting employee must pay \$100 in ADVANCE for the cost of the sample, shipping, and retesting. The employee will be reimbursed by ABC Transit, Inc. ONLY if the test result is NEGATIVE.

Employees who fail to comply with this drug testing policy, or Federal Regulation Requirements will be discharged for willful misconduct.

Any questions concerning ABC Transit, Inc.'s Anti-Drug Plan should be referred to Kristen Bauman at 412-782-4110.

ABC Transit, Inc.
GENERAL COMPANY/SAFETY RULES

- Be on time reporting for work so that you can make your deliveries at their scheduled times. Prompt deliveries are important to our customers and essential to our continued success. If you see that you are not going to be able to make a scheduled delivery time safely, notify your supervisor so that we can advise the customer of the situation.
- Radar Detectors are prohibited in ALL company vehicles.
- Your appearance must be neat and clean. Shirts with graphic pictures or obscenities are prohibited. Tank tops and cut offs are not allowed. Shoes without backs are not permitted. Hair must be kept orderly and non offensive. Personal Hygiene is a MUST.
- Speeding on our off property in a company vehicle will not be tolerated. Motor Vehicle Records will be verified annually for monitoring this policy.
- The driver is to be in attendance during all loading and unloading operations and is responsible for any damage or loss to the vehicle, or its passengers.
- Vehicles are to be kept clean at all times, remove all trash from inside the vehicle when necessary.
- Discourtesy to shippers, consignees, customers, fellow employees, and the general public will not be tolerated. Any problems should be referred to your supervisor for resolution. Reported complaints or discourtesy will be grounds for disciplinary action.
- Unauthorized passengers in our vehicles are strictly prohibited.
- All drivers must follow the designated and most practical route unless weather or road conditions deem it necessary to deviate, at that time your supervisor must be notified of the change.
- The use of alcohol and illegal drugs and the carrying of such in a company vehicle or on company property, is prohibited at all times. All prescription medicine and over the counter medicines must be in their original containers. However, prescription drugs which may affect a persons' alertness, judgment, appearance, ability to communicate or reaction time are also prohibited. Anyone driving a company vehicle must comply with all Federal, State, and local laws and regulations relating to drug testing.
- Attendance at all company meetings or safety meetings are required.
- Pre Trip/Post Trip Inspections are to be done daily.
- Follow proper accident reporting procedures if involved in an accident.
- NEVER jump out of vehicles. Use the 3 point system for exiting the vehicle.
- Drivers should never drive a defective or substandard vehicle.
- It is your responsibility to report any traffic condition or any charges brought against you for any reason to your supervisor IMMEDIATELY. This includes any civil, criminal charge, lawsuit, felony misdemeanor, traffic and parking ticket that may affect your employment. FAILURE TO DO SO MAY BE GROUNDS FOR TERMINATION.

PAPERWORK REQUIREMENTS:

- In order to be paid all bus/van drivers and aides MUST sign in for both the AM & PM trip on the daily sign in sheet. You are to sign yourself in, you are not to ask the office staff, maintenance staff, or another employee to sign you in.
- Any extra work done that requires a change to your normal pay must be submitted in writing to your supervisor with an explanation as to all jobs/assignments that were done in addition to your regular pay.
- Forms for the company are not to be signed or submitted without prior approval of your supervisor.
- ALL paperwork must be turned in on a timely basis. All paperwork includes but is not limited to: Charter Sheets, Run Sheets/Directions, Invoices, Receipts, Incident/Accidents Reports, Traffic Citations or Government Issued Paperwork, All workers compensation paperwork.

Employee Signature

Date

Employee Print Name

ABC Transit, Inc.

714 Ekastown Rd
Sarver, PA 16055
412-782-4110

ABC Transit, Inc. Chargeable Policies

Listed below you will find a list of items that, if any of it occurs while you are working for ABC Transit, Inc, you will not be paid for the day.

You will not be paid if any of the following take place:

YOU HAVE AN ACCIDENT THAT IS YOUR FAULT
YOU RUN OUT OF GAS OR CAUSE A BREAKDOWN
YOU USE A COMPANY VEHICLE FOR PERSONAL USE WITHOUT PERMISSION
YOU ARE ISSUED A TRAFFIC TICKET
YOU ARE ISSUED A WRITTEN WARNING FROM A SUPERVISOR OR SAFETY
PERSONNEL

By signing below, you have read, understand, and agree to the above-mentioned policies.

Your name: _____(Print)

Your signature: _____

Date: _____

ACCIDENT PROCEDURES

The following is a list of what a driver must do in case of an accident:

1. **STOP!** - Not only is it a ABC Transit, Inc. policy but it is also mandated by law. Any driver who does not stop will be subject to penalty by law and to disciplinary action by ABC Transit, Inc.
2. **PROTECT THE SCENE** - Immediately utilize all emergency devices necessary to protect the area around the scene of the accident per DOT requirements (4 way flashers, triangles, flags, etc.) to control traffic if necessary.
3. **ASSIST INJURED** - Assist any injured persons, but NEVER move them unless absolutely necessary for their safety. Keep them comfortable until an ambulance or doctor is available.
4. **GATHER PRELIMINARY INFORMATION** - Complete the Accident Reporting Kit in its entirety. When calling the police or SS Sales, Inc., write down the name of the personnel you spoke to for future reference.
5. **NOTIFY THE AUTHORITIES** - Never leave the scene, your equipment, or your cargo except in EXTREME emergencies. Locate a nearby phone and call the police. If a phone is not available, write a carefully worded note, giving the location and seriousness of the accident, and give the note to a reliable motorist and have the motorist contact the police for you.
6. **NOTIFY ABC Transit, INC** - As soon as possible. Remember all accidents must be reported to both the authorities and ABC Transit, Inc. As in the previous instance, if you cannot make the call yourself, have a reliable motorist make it for you.
7. **FILL OUT A PRELIMINARY ACCIDENT REPORT** - Get names and addresses of all witnesses to the accident, those which are for you and against you. If the witnesses refuse to give their names, write down their license plate number. Should there be no witnesses, get the name and address of the first person to arrive on the scene.
8. **OBTAIN PERTINENT INFORMATION** - Obtain the following for completion of the accident report: 1.) Exact Location/Time/Date 2.) Make/Model/Type/License Plate Number of all vehicles involved 3.) Names and addresses of all person involved 4.) Names of injured and extent of their injuries 5.) Names and addresses for insurance companies which provide coverage for the vehicles or property involved 6.) Estimate of the damage to all vehicles and property 7.) Names, addresses, an/or license number of witnesses 8.) Names and badge numbers of police officers who arrive at the scene, the police organization's name and the station location
9. **REMAIN AT THE SCENE** - Stay until instructed to do otherwise by an ABC Transit, Inc representative or any insurance company official.

**** Remember:** Do NOT discuss the accident with anyone except: Police, ABC Transit, Inc Representatives, and/or the Insurance Company. Be Polite and give your name/address/the company's name/your Drivers license....but regardless of the situation do not admit or promise anything.

**** Remember:** NEVER ARGUE WITH ANYONE AT THE SCENE OF THE ACCIDENT

****PLEASE NOTE:** All accidents, no matter how minor, MUST be reported to ABC Transit, Inc. Any forms asked by ABC Transit, Inc pertaining to the accident MUST be completed upon request, and any drug/alcohol procedures MUST be completed at the request of ABC Transit, Inc. Failure to report ANY accident or to cooperate in the process once an accident has been reported may cause for dismissal.

ABC Transit, Inc.

Driver Point System Incident Report

DRIVER NAME _____ DATE OF ACCIDENT/INCIDENT _____

Garage _____ Van _____ Mini Bus _____ Bus _____ Other _____

Involved in accident/incident _____

Fault _____

Citation issued _____

Injuries _____

Property damage over \$5000 _____

Failure to report accident/incident _____

Failure to accept fault _____

Falsification of information _____

Sleeping child on bus _____

Driving under the influence _____

Unexcused absences/tardiness _____

Breaking Company policy _____

TOTAL POINTS _____

Point Assignment

Being involved in an accident/incident	1
Fault	2 or 1 if shared fault
Citation issued	1
Injuries	1
Property damage over \$5000	1
Failure to report accident/incident	1-5
Failure to accept fault	1
Falsification of information	1
Sleeping child on bus	10
Driving under the influence	20
Unexcused absences/tardiness	1
Breaking company policy	1

ACCIDENT FREE -2 per year

POST ACCIDENT TRAINING -1

***9 pts = must take defensive driving class (mandatory); 3x and you're out policy**

U.S. Department of Transportation

Motor Carrier Identification and Safety Data Certification



U.S. Department of Transportation
Federal Motor Carrier Safety Administration
Query Central

CARRIER
SUMMARY

[Driver](#) | [Vehicle](#) | [Carrier](#)

[Help](#) | [Home](#)

[Carrier Summary](#) | [Carrier Detail](#) | [Violation History](#) | [Past Inspection\(s\)](#) | [PRISM](#) | [Summary Report](#)

Motor Carrier Identification & Safety Data

Please Note: You can now access L&I detail by clicking on the MC/MX number(s).

Legal Name: ABC TRANSIT INC

USDOT#: 2420569

DBA Name:

MC/MX#: 833695

Physical 714 EKASTOWN

Phone#: (412)682-4110

Address: SARVER, PA 16055

Country of Domicile: UNITED STATES

Fax#: (412)203-8852

Mailing 4242 WILLIAM FLYNN HWY

Status of USDOT #: ACTIVE

Address: ALLISON PARK, PA 15101

Entity: CARRIER

Inspection Value: 20 - PASS

Inspection Value is based on Safety data.

Visit the [SAFER Website](#) for additional information.

Click [here](#) for UCR information regarding this carrier.

[Feedback](#) | [Privacy Policy](#) | [USA.gov](#) | [Freedom of Information Act \(FOIA\)](#) | [Accessibility](#) | [OIG Hotline](#)
[Web Policies and Important Links](#) | [Plug-ins](#)

Federal Motor Carrier Safety Administration
1200 New Jersey Avenue SE, Washington, DC 20590 • 1-800-832-5660 • TTY: 1-800-877-8339



PREVENTATIVE MAINTENANCE PROGRAM

Mission Statement

The Maintenance Department's mission is to effectively and efficiently provide safe, reliable vehicles for use by our school districts and bus/van drivers.

Graduated Preventative Maintenance Program

The emphasis of ABC Transit System's maintenance program is preventive rather than reactive maintenance. A strong preventive maintenance program effectively reduces overall maintenance costs by decreasing the number of road calls and the high cost of unpredictable repairs caused by reactive maintenance. ABC Transit Inc. uses a graduated preventative maintenance program (PM) that is based on the manufacturer's recommendations and modified based on our experience and the local conditions we deal with locally. Solid PM maximizes useful life, are cost efficient over the life of the vehicle, and ensures that our vehicles remain in safe operating condition.

ABC Transit Inc. has an aggressive preventive maintenance program that schedules bus inspections based on a variety of categories. A PM schedule is developed for each type or group of vehicles we operate. The PM schedule established is based upon usage and vehicle type. The schedule is progressive. Each successive PM includes a higher level of maintenance inspection activity. Vehicles are inspected based on mileage and time. In addition, each vehicle receives an annual comprehensive inspection.

Our maintenance staff continually reviews our maintenance practices to identify potential improvements to the program. This assures optimum benefits from the scheduled inspections. Engine oil analysis is an integral part of the inspection program. Oil analysis occurs differently for different fleet types. Some are based on mileage or hours operated. The purpose is for early identification of unusual engine wear thereby, acting to prevent catastrophic engine failures.

Accessibility to Parts

Cost limitations are not a consideration when ordering parts to repair an inoperable bus. Getting that vehicle back on the road as quickly as possible is the priority. A well-stocked parts department will be located at our Highlands site to provide the necessary tools and resources to repair vehicles needing repair. Our accounts with local vendors such as Cummings, Wolfington, BlueBird, NAPA, and other parts companies allow for a fully stocked garage and quick access for items not kept in stock (such as large engine or body parts). Our other locations in Etna, Harmarville, Millvale, North Hills and Harmony provide an additional resource for parts companywide.

Appendix D

Highlands School District RFP

Signature Page

PRESENTED BY:



Prepared on:
March 25, 2019

ABC Transit, Inc.
4242 William Flynn Highway
Allison Park, PA 15101
Phone: 412-828-9000
Fax: 412-828-9006