



TWU LOCAL 100 NEWS

TA Surface

REMEMBER: TA RULES SAY — While operating a bus, cellphones and pagers **MUST NOT** be worn on the operator's person, nor carried in any manner where they are visible to supervision or the general public. They **MUST** be turned off while operating a bus. This includes hands-free devices including earpieces, earphones, headphones, mouthpieces, etc.

Currently, the TA is asking for heavy suspension time (20 days). **DO NOT SIT IN THE DRIVER'S SEAT WITH THE PHONE.**

SAFETY FIRST

Do not use the Interlock as a Service brake or ICC brake

Depot Speed Limit 5 MPH

Getting Back To Basics

SAFETY FIRST. The TA rules must be adhered to. Learn them - do not ignore them. If you do not like them, we, the union, must work to change them. Do not turn-on/off bus unless you are sitting in the operator's seat. Do not leave the scene of an accident. **Do not call in sick if you are arrested.** Only your doctor can change his/her information on your sick form. Whenever you change your license, you must immediately inform the TA. You must check the day before to see if you have any assignment changes (e.g) AVA, VAC, COA/CRDO.

DO

- **See union first when told to see management. It is your right.**
- 1. Respect co-worker on the road and in the depot.
- 2. Wear your TA issued uniform.
- 3. Report to work on time.
- 4. Drop off your trip sheet at clearing time.
- 5. Submit a TA sick form within (72 hrs) of returning to work - even if you go "sick off run" for 5 minutes. RDO included.
- 6. Take a personal when needed -call console first.
- 7. Make ADA announcements. Use the 'speakeasy' system.

DO NOT

1. Run ahead of schedule.
2. Pull in early.
3. Put yourself in place or go off route unless directed by a member of supervision. Includes run-on/off trip.
4. Disobey a direct order.
5. Flag stops unless your bus is full to capacity. Please fill out flag slips.
6. Use radios, cell phones or headphones while operating a bus.
7. Operate in an unsafe manner.
8. Get into a confrontation over the fare.
9. Operate bus with interior lights off.

You Must Report Immediately: Seatbelt, Cellphone and any conviction of moving violation; if you are the operator of a vehicle involved in an accident; if your license is suspended, revoked, or driving privilege withdrawn; if you are arrested. **Report any summons that has your name on it.**

Keep A Daily Diary Of Your Work Activities - e.g. bus number, route and time worked. Keep a file of all your TA info - e.g. copies of sick forms after the crew or general dispatcher signs it.

Every year before your birthday, please check to see when your license expires.

To All Members If Called Into A Meeting With Management, You Should Say:

“If this discussion could in any way lead to my being disciplined or terminated, I respectfully request that my union rep/shop steward be present at the meeting. Without representation present, I choose not to respond to any questions or statements.”

SICK: You must call in sick a minimum one **(1) hour** before your tour of duty.

If you are leaving your home, you must call in before you leave and when you return (30%).

You must submit a TA sick form whenever you go sick (even if it is sick off run for five (5) min).

If you go sick for more than two (2) days, you must submit doctor lines (30%) (70% more than 3 days). You **MUST** submit doctor lines **EVERYTIME** you go sick when you are on sick control.

You must submit your TA sick form within three (3) days of returning to work (including RDO's)

Always read what the doctor writes on your sick form. Do not alter the doctor's lines in any way. Your sick dates and illness must correspond to your sick usage.

Submit your TA sick form to the Crew Disp. if the General Dispatcher is not there.

ROLL CALL TIMES FOR AVAs, Personal Days, OTO, VAC etc. are 10am-12pm-2pm-4pm & 6pm

CRDO/COA: All changes are counted from system pick to system pick with a maximum of 5 changes per pick. If you have a piece and another B/O does not have one, they will get it over you. **ATTENTION: NO CHANGE IS GUARANTEED. PLEASE DO NOT MAKE PLANS BASED ON ANY CHANGES YOU DO NOT ALREADY HAVE.** All changes may be submitted a maximum of 2 week in advance of the week you are requesting. See the union office on the Friday before the week you are requesting to see if your change was approved. As with any changes, you must confirm with the crew dispatcher on the day before your change.

IOD: Complete the On The Job Injury report with differential application immediately. Late filing may result in a **DELAY** in **COMPENSATION AND DENIAL** of **DIFFERENTIAL PAY**. Your compensation doctor **MUST** cover you for **EVERY DAY** your on compensation.