

Stark County Board of Developmental Disabilities

Transportation Procedure 018 Mail, Bulletin Boards, and Phones	Effective: 9/1/2015
Chapter 5: Program Services	Page 1 of 1

Subject: Mail, Bulletin Boards, and Phones at the Bus Garage

Transportation employees will receive their route information and mail in the mailboxes provided in the Transportation building lounge.

Bulletin Boards in the lounge are used to communicate necessary and current information to all staff. Staff is encouraged to check daily the updates on Safety, Board and Department Memos, Field Trip Postings, Training Schedules, and Vehicle Information.

The phone in the Multipurpose Room is to be used for Program business only. Personal calls are permitted in case of emergency.

For Supported Employment van drivers, mail, phones, and bulletin boards are located at Higgins.