

# Stark County Board of Developmental Disabilities

Transportation Procedure 043	Effective: 2/14/2017
Transportation Department Building Rules	
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## **Transportation Department Building Rules**

1. Do not walk into the bus mechanic work bays. This is a safety sensitive area that is managed best with the least amount of distraction.
2. When entering or exiting the building, please use the east or west doors only out of the multi-purpose room.
3. All paper work is to be placed into the wire basket located on the clerk's counter in front of the window. (Leave of Absence, Tardy, Accident Report, Vehicle Write Up, etc.)
4. Incident reports are to be entered into Gatekeeper immediately after each shift.
5. All Sick, Vacation, and Personal days are to be entered into Kronos and must be approved prior to taking.
6. Please do not walk into the office area unannounced. Check in with the front desk to see if the person you wish to see is in and available.
7. There is a phone for staff usage located in the multi-purpose room. This phone is not to be used to make long-distance phone calls.
8. Your bus should be left in your parking stall until you are ready to leave. When you return from your run, your vehicle is to be returned to its designated parking spot. The only buses that are permitted to drive around the building are those who pick-up and drop-off the Pony mail.
9. Staff's personal vehicles are not permitted in the fence area unless approved.
10. It is the employee's responsibility to check all posted material.
11. Staff who drive vans are to park their personal vehicles in the assigned van parking spaces.
12. All vehicles must adhere to the 15 mph speed limit when driving in and around the Bus Garage parking lot.