## To: All Bus Driver

**Date:**

**Subject:** Radio Procedure

**PURPOSE:** This procedure prescribes rules and methods of operation for radio communication within the Transportation Department.

**CONTROL:** FCC (Federal Communication Commission) rules charge the District with proper operation and use of each radio transmitter. Violation of FCC rules may result in action against the individual and the District license to operate. As radio communication is vital to the operation of our service, as employees operating District radio equipment must strictly comply with provisions of the procedure.

**GENERAL RULES OF OPERATION:** Radio equipment will be operated only for communication directly related to the official business of the District Transportation Department and only by authorized employees, except where specifically authorized by the Supervisor of Transportation.

**Prohibited Transmissions:**

* Indecent, obscene or profane words, language or meaning
* Personal messages, except as may relate to a personal emergency, life and health threatening.
* Intentional interference with other users or transmissions.
* Any distress signal unless in danger or requesting help.
* Music, whistling, sound effects or material to amuse or entertain.
* Continuous mike checking
* Argumentative, sarcastic or superfluous remarks

**Specific Responsibilities:**

* ***DO NOT*** use the radio for communication that could wait until you return to the office or garage.
* While you are on your bus, the radio will be left on with the volume adjusted loud enough to hear any transmission.
* When you wish to transmit, remove the microphone from the holder and monitor for several seconds. Listen for others; ***DO NOT*** interrupt other communications.
* Key the microphone for a second before you speak. Many times the first words spoken are not transmitted, because they occur as the microphone is being keyed.
* Identify yourself to base by using your vehicle number. Example: “Bus 234 to base”
* Give base a few moments to answer – he/she may be on the phone. If you get no response, try again
* When base answers, state your message clearly and as briefly as possible. Base will response as briefly as possible.
* If you are trying to call a mechanic, give them a few minutes to answer, they may be working on a bus. If you are scheduled or asked to bring your bus into the garage, ***DO NOT*** call and ask a mechanic to open to door. **GET OUT OF YOUR BUS,** walk around and **OPEN THE DOOR.**
* When you have finished your must “clear” the air so that other waiting to use the system will know that you are finished. Example “Bus 234 clear.” Base will also clear. **DO NOT** jump in on a conversation until both parties have cleared.
* Always return the microphone to it’s holder
* During the day, drivers who are on duty are expected to be in radio communication with base at all times.
* All radio’s should be on **F-1**
* In the interest of effective record keeping, we record the date and time of your transmission by bus number, time and date

**Memo**

**To:** All Bus Drivers

**From:**

**Date:**

**Re:** Calling Mechanics on the Radio

Please keep all radio calls to the mechanics strictly for immediate assistance when you cannot get your bus to the shop.

If you are on the road and the bus is disabled or you are unsure of whether your bus is safe to drive, please radio immediately.

If you are on the road and your bus is OK to drive back to the shop (clip light out for example), please drive it up to the shop and find a mechanic.

If you are in the bus yard and can drive your bus up to the shop, please drive it up and go inside and find a mechanic. Do not sit outside the shop and use the radio.

If your bus is in the yard and not working, you can use a radio to locate a mechanic for assistance.

As always, all maintenance issues need to be written up on the appropriate form.