



Safety & Training Division

540-443-1540

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10-89 Procedure (Request to come to shift change)

- If you **ARE** going to shift change, call 10-89 to shift change at the end of your shift to let them know you **are** going to meet them.
- Call 10-89 once you've reached your on-campus timecheck at the end of your shift, not before.
- When calling in a 10-89, you should also provide what route you are.
- Wait with your vehicle for the relief driver. If the relief driver has not arrived and you need to leave the bus, let shift change know of the situation. Leave WAI card in driver's seat.
- If you wish to ONLY drop off paperwork at shift change, it is still necessary to call in a 10-89 to let shift change know they should expect to see you.
- It is not necessary to call 10-89 if you are moving to another bus for the next shift. If you do not call 10-89 (or 10-88, *request to leave trip/pay sheet with relief driver*), it is assumed you are moving to another bus for your next shift.