



## Safety & Training Division

540-443-1540

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### 10-90 Procedure (En route to garage)

All operators returning a vehicle to the shop (10-90) at the end of their shift must adhere to all deadhead directions on the route card, unless directed otherwise by Dispatch or supervisory staff member.

#### When do you 10-90?

- Based on the Route Card - at the end of the last shift of the day for that route.
- **OR** when instructed to by Dispatch.

#### Where do you 10-90 from?

- The last timecheck for the last shift of the day.
- On the Route Card, the timetable for the last shift will have a time in bold. The corresponding time check indicated in this same column is where you 10-90 from.

#### When do you radio in 10-90 and 10-91?

- When you arrive at the final timecheck for the route.
- Record your route end mileage at this time check.

#### How do you get back to Base?

- Follow **END OF ROUTE/DEADHEAD** instructions on Route Card.

#### What do you do when you reach Base?

- Before entering the garage: Log off Mentor
- Before turning the bus off:
  - Apply the parking brake and put the vehicle in neutral (Buses – N, BOC's – Park)
  - Record mileage
  - Turn off climate control (heater/AC), any fans, defroster, etc.
  - Turn off all lights (hazards, aisle lights, driver's light)
  - Put Ranger in DAY MODE
  - Put steering wheel in the upright position, slide your seat back
  - **Switch the Idle Speed to "Normal"** and let the bus settle for 5-10 seconds
  - Turn the master switch to "Stop Engine"
- After turning the bus off
  - Make sure ADA seats are in the upright position and bus is free of trash
  - Make sure all windows and hatches are securely closed
  - Chock the front-right wheel
  - Do a walk-around damage check
  - **IF THE BUS IS BEEPING, THE PARKING BRAKE HAS NOT BEEN ENGAGED.**
- Paperwork when 10-90
  - Leave walk-around card in driver's seat
  - Turn in the following items to Dispatch
    - Trip/pay sheet(s)
    - Fare free bag
    - Transfer slips
    - Mentor fail sheets
    - Lost & found items
    - All window signs