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TRANS OTWAY LIMITED

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**REGULATIONS
AND
INSTRUCTIONS**

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For the Information of
DRIVERS AND COLLECTORS

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Printed February, 1956.

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This book has been compiled for the information of Drivers and Collectors, who are expected to make themselves thoroughly conversant with all the Rules and Instructions contained therein.

The book at all times remains the property of the Trans Otway Limited, and must be returned should an employee leave the service of the Company.

TRANS OTWAY LIMITED

PHONE NUMBERS :

GEELONG TERMINAL:

Geelong 2481, 3335, 4781

ELIZABETH STREET DEPOT:

U2468

GEELONG EAST DEPOT:

AFTER HOURS:

Managing Director: U2643

Assistant Manager and Secretary: X4554

Foreman Mechanic: U6467

Traffic Manager: U2468

DRIVERS' INSTRUCTIONS

- 1. RADIATORS**—At all times it is the responsibility of the driver to see that the radiator is well supplied with water. Engines must be kept running while filling. When detailed for special trips, drivers are responsible for checking fuel and oil in addition to water.
- 2. CHECK OIL LEVEL**—Whilst there is no responsibility for filling a bus with lubricating oil, constant attention must be given to prevent the engine running dry.
- 3. INSPECTION OF TYRES**—Tyres are to be inspected at each terminus, so that any "flats" or obviously under-inflated tyres may be detected. Should one rear tyre become deflated, complete the trip, but drive carefully. If heavily laden, transfer portion of load to following bus when possible. When a front "flat" or twin rear "flats" are experienced, communicate immediately with your Depot.
- 4. BREAK-DOWNS OR HOLD-UPS**—When held up by a mechanical defect or any other cause which cannot be rectified in time to carry on with your schedule, communicate immediately with your Depot. Always notify a supervisor if you notice any bus held up on the road.

5. **ENGINES, Not to be Left Running**—When standing at a terminus do not leave your engines idling for long periods. This causes unnecessary waste of fuel.
6. **CARE OF PASSENGERS**—You are in complete charge of your bus, and the comfort and safety of passengers must be your constant care. Keep the door closed in cold or wet weather, particularly at night.
7. **ROAD COURTESY**—Always extend the courtesy of the road to other vehicles, pull well to the left when picking up or setting down passengers, and keep bus parallel to kerb.
8. **REPORT DEFECTS**—Report all defects on your Time Sheet or Running Sheet and do not refrain from repeating a complaint.
9. **SPEED IN DEPOTS**—When entering or leaving Depots, 10 m.p.h. is the maximum speed allowed.
10. **UNIFORMS**—Uniforms must be worn at all times, unless special permission has been obtained not to do so. Be careful of your appearance, as untidiness is a reflection on yourself as well as your employer.
11. **SMOKING**—Smoking or talking while driving is strictly prohibited.

12. **DISORDERLY PASSENGERS**—You are to endeavour to quieten disorderly passengers, and if unsuccessful cause them to be removed from the bus. Obtain the assistance of the Police if necessary.
13. **CARE OF OMNIBUS**—You must take every care of any vehicle in your charge and drive it to the best of your ability. An instructor is available to assist with any driving difficulties you may encounter.
14. **SAFETY FIRST**—Always practice Safety First. Let the other fellow take the risks—remember, you have human lives in your care. Coasting down hills is strictly forbidden.
15. **GEARS, Use of**—When starting off, always use the four forward gears on buses so equipped, except on down grades, when second may be used if desired.
16. **BRAKING OF BUSES**—When stopping, brakes must be applied smoothly. Harsh braking causes unnecessary wear and tear on linings and tyres. When applying the hand brake, first depress the brake pawl to save undue wear on the brake ratchet.
17. **RETURN OF COMPANY PROPERTY**—On leaving the employ of the Company, employees must return all uniforms or other equipment

which may have been issued to them. A clearance certificate will then be issued, and this must be presented before final payment of salaries and wages is made.

18. **LICENSED PREMISES, Entering of**—Drivers are forbidden to enter licensed premises whilst on duty. They are also forbidden from taking alcoholic beverages before commencing or during their period on duty.
19. **UNIFORMS**—Drivers shall wear the complete uniform whilst on duty, but must not wear any badges, emblems or buttons other than those issued by the Company.
20. **CHANGE OF ADDRESS**—Drivers must immediately notify the office of any change of address or alteration of marital status.
21. **LOST PROPERTY**—Buses must be checked for lost property at the end of each trip, and all articles found must be handed in to the Depot.
22. **LOCKERS**—Where lockers are provided for the use of Staff, they must be kept in a clean and tidy condition. Cash or tickets must not be left in the lockers, as no responsibility for loss will be accepted by the Company.

23. **DESTINATION SIGNS**—Every care must be exercised by drivers to see that correct destination signs are displayed on each trip. When travelling from a terminal to the City, the "City" sign is to be shown, and from the City, the terminal destination. The "Special" sign must be shown when doing work off a prescribed route or time-table.
24. **OVERTIME**—Drivers when working on Specials (Charter, etc.) or other work outside their normal shift must enter full particulars on their time card.
25. **BABY CARRIAGES**—Prms cannot be carried other than on vehicles specially fitted. Folded pushers will be carried free at any time. Unfolded pushers will be carried between the hours of 9.30 a.m. and 3.30 p.m. at adult fares.
26. **CONTROL OF BUSES**—The control of the bus is entirely the responsibility of the driver. It is his duty to maintain order in the bus and generally observe all Traffic and Transport Board Regulations. Buses must be kept as clean as possible whilst on the road. They should be swept out at each terminus.
27. **COURTESY**—Drivers are expected to extend every courtesy to passengers at all times and render any assistance possible to the aged, infirm, and mothers with babies in arms.

- 28. BEHAVIOUR**—The behaviour of drivers whilst on duty must be of a quiet and orderly manner. No unseemly conduct or demonstrations will be tolerated. Under no circumstances must altercations take place with passengers or other employees of the Company. Smoking whilst in charge of a bus is prohibited by Regulation. Drivers desirous of smoking should only do so at terminals.
- 29. COMPLAINTS**—Passengers having complaints re the service or for other reasons should be told to make them in writing to the Secretary or Managing Director of the Company.
- 30. ATTENDANCE AT BUS**—Drivers must at all times remain in attendance at their bus. In an emergency a driver should contact a Traffic Supervisor to remain with the vehicle during any absence. If a bus must be left for any reason, or when parking same, see that the hand-brake is on and the vehicle is left in reverse gear or the first forward gear.
- 31. TICKETS**—Every person travelling on a bus must pay a fare and be issued with a ticket corresponding to the amount of the fare paid. The only exceptions are persons in possession of passes or specifically exempt. Passengers

on entering the bus must be asked their destination. Passengers stating the amount instead of the destination must be asked to state the destination. On no account must mutilated or damaged tickets be issued to passengers. Damaged or torn tickets should be attached to the Revenue Journal and returned to the office. If after obtaining a ticket, a passenger desires to change same for a different section, another ticket must be issued and the first ticket attached to the Revenue Journal.

PAYING IN—

- (a) See that all finishing numbers are entered on your Journal.
- (b) Attach all incorrectly issued or mutilated tickets to the Journal, with explanations, otherwise allowance will not be granted.
- (c) Count out the amount of money handed in and enter in Journal on pay-in section. Be sure the amount agrees with the pay-in.

Journal must be signed at conclusion of shift. Careful attention to this procedure will obviate any difficulties arising.

SHORTAGES AND SURPLUSES—A list of shortages and surpluses will be prepared each fortnight, and any adjustments will be effected on the following pay day. Surpluses up to 2/- per day only will be recognised and allowed against shortages. Net surpluses will be paid into a Staff Welfare Fund.

32. INTOXICATING LIQUOR—The consumption of intoxicating liquor on any of the Company's buses is forbidden.

33. TIME-TABLES—If at any time a bus is running late for any reason, do not speed to make up that time. Speeding on the route is very strictly prohibited. If it is not possible to make up time because of heavy loading, communicate with the Traffic Supervisor, when arrangements will be made for another bus to assist in bringing the vehicle back on to the timetable.

34. ROSTERS—Always be careful to check the duty roster each week. Exercise every care when copying down shift times. Mistakes easily made are hard to rectify.

35. COMMENCING DUTY—Drivers and collectors must commence duty in the uniform in a clean and neat condition.

36. PUNCTUALITY—Punctuality is essential at all times—reporting late means late buses and a disorganised service.

37. ABSENCE FROM DUTY—Employees unable to report for duty due to sickness or other unforeseen circumstances must advise the officer-in-charge at their depot in time to allow a relief driver or collector to be brought in to carry on the shift.

Employees unable to carry on their duties after reporting must apply to the officer-in-charge for relief. Before signing off, the Time Sheet must be endorsed "Signed Off Sick," together with the time of signing off, and initialled by the officer-in-charge.

Day shift employees must notify the Depot of their intention to resume before the finishing time of their rostered shift on the day previous to that on which they intend to resume. Employees on night shift must give at least four hours' notice of their intention to resume.

In the absence of such notice, steps will be taken to cover the shift and the employee concerned will not be allowed to resume until the person covering the shift has completed at least 4 hours duty.

38. ACCIDENTS—In the event of an accident involving any of the Company's vehicles, the driver must immediately obtain the names and addresses of as many witnesses as possible. Independent witnesses are particularly important. When the accident prevents the vehicle from continuing the service, advice must be forwarded to the Depot as soon as possible, so that arrangements can be made for the transfer of passengers.

If the accident is of a serious nature, summon any assistance that may be required, and then notify the Depot.

A statement giving full particulars of the accident must be furnished to the Company by the driver before signing off, or within 24 hours of the occurrence.

39. CHANGE OF DUTY—Any driver or collector requiring a change of duty, shift or day off must obtain permission to do so from the officer-in-charge at their Depot. Changes will only be granted for special occasions or for unforeseen circumstances. Where a change of duty is granted, any adjustment in time or money thereby involved is a matter between the two persons effecting the change.

40. FREE TRAVEL—Free travel is granted to employees and their wives, T.P.I. and T.B. servicemen between the hours of 9 a.m. and 4 p.m. Policemen in uniform or otherwise, on production of their badge or other authority, and traffic officers of the City Councils within the Geelong urban area.

41. DUTY, Information Re—When filling in Running Sheets, drivers must give full particulars of the day's work, particularly when engaged on special trips or overtime.

42. SPEEDING—There should be no need for excessive speeds to maintain time-tables.

43. ENGINES, Not to Labour—Considerable damage can be done to the engines, transmission and differentials of buses by letting the engines labour before changing to a lower gear. Drivers must change to a lower gear immediately the engine starts to lose revolutions through overload. Engines must not be raced through the gears. Particular attention in this respect must be given when driving rear-engine buses.

44. STOPPING BUSES ON INCLINES—Where drivers are required to stop buses on inclines to remove pushers or for any other purpose,

they must stop the engine, place the bus in low or reverse gear, and see that the hand-brake is hard on before leaving their cabin. In the case of breakdowns, if a bus is to be left unattended, a chock should be placed under the rear wheels for additional safety.

45. **EXPECTORATING IN BUSES**—Expectorating in buses is strictly forbidden. Drivers must be careful not to practise this habit in the cabins of forward control buses.
46. **LIGHTS**—Drivers on night shift must check their head and tail lights immediately darkness sets in. Turn off all unnecessary lights when your bus is parked. When on rank, turn off headlights.
47. **BUSES, Taking Of**—On reporting for duty, drivers must, if no bus is allocated for their particular shift, refer to the Officer-in-Charge at the Depot before taking a bus.
48. **TRAFFIC SIGNALS**—Drivers must at all times endeavour to give the necessary traffic signals as required by the Traffic Regulations.
49. **FARES, Taking Of**—On no account must drivers who are required to collect their own fares, attempt to carry out such duty or give change while the bus is in motion.

50. **PICKING UP PASSENGERS**—Drivers must at all times clear the road of passengers as they proceed until the bus is fully loaded, unless otherwise instructed by an Inspector or other executive officer of the Company.

51. **RAILWAY CROSSINGS**—Under no circumstances must drivers attempt to pass over a railway crossing without stopping first.

52. **PASSENGERS ON STEP**—Under regulations, passengers are forbidden to ride on the step of buses. It is the driver's duty to see that standing passengers keep moving to the rear of the bus and that the front step is clear. In peak periods, doors to be closed on receiving starting signal from Inspector, then re-opened when clear of stand.