



GENERAL INFORMATION NO. 2

BUS OPERATORS

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SYSTEM PICK

Every two years employees are permitted to pick the garage in which they prefer to work based on their bus system seniority.

PICKING RUNS

Periodically during the year changes are made in run schedules. When these changes occur, employees are given the opportunity to pick new runs (or lines). Runs (or lines) are picked according to seniority and are held until a new pick is made.

EXTRA BOARD

The Authority maintains a list of employees without regular assignments which is referred to as the "extra board." Since all scheduled runs are picked according to seniority, your name will be placed on the extra board at the garage where you are assigned until you have accrued sufficient seniority to pick a run. Even after you have sufficient seniority to pick a run, you may choose to pick the extra board. While you are on the extra board, you receive assignments on a daily basis.

These would include:

- An assigned run.
- A two hour show-up.
- A regularly scheduled day off.
- A charter run.
- A box puller trick.
- Other special work

REPORTING FOR DUTY

You must report for duty in person and in proper uniform at the garage clerk's window at or before the scheduled check-in time shown on the run guide.

NOTE: If assigned a show-up, you can be held at your garage for a maximum of two hours.

If you have completed your show-up requirements and have not received any work assignments, you are excused and you receive 8 hours pay for the day, provided you are available for work and comply with all of the rules pertaining to show-ups.

BULLETIN BOARD

Before commencing work, you are required to examine the bulletin board in the garage trainroom. All special operating orders and bulletins must be checked and complied with.

CALLING YOUR GARAGE UNDER THE FOLLOWING CIRCUMSTANCES

- SICKNESS** - When reporting sick, you must call a reasonable amount of time before your reporting time. A "reasonable amount of time" would be the minimum traveling time between your residence and your garage. When you intend to resume work, you must sign out of the sick book in person by 1530 hrs. on the day prior to returning to duty.
- MISS** - If you know you will miss, you must call as soon as you know you will not be able to report on time. You must report to your garage in person as soon as possible.
- NEXT DAY'S ASSIGNMENT** - If you are on the extra board, you must check the daily assignment sheet or call the clerk after 1630 hrs. for assignment of next day's work.

REPORTING TROUBLE

Keep the controller advised of any problems that occur that could affect normal service. For detailed information see **STANDARD OPERATING PROCEDURES**, "REPORTING TROUBLE." On a public phone dial 664-7200 and ask for extension 2345. On a CTA telephone dial 2345.

REPORTING EQUIPMENT USED

You must make an entry in the "Condition of Bus" space on the trip sheet as to the condition of each bus operated during the day. You must also report any defects to garage personnel when run is completed so that they may be recorded on the "Defective Bus" card.

REQUESTING TO WORK ON SCHEDULED DAY OFF WITH PERMISSION OF SUPERINTENDENT

If you wish to work on your scheduled day off, place your name in the "work day off" book. You must call the garage clerk after 1630 hrs. and before 2000 hrs. on the day prior to the day you want to work to see if

you were assigned a run. If you fail to call, the run will be assigned to someone else.

REQUESTING TO BE OFF ON A SCHEDULED WORK DAY WITH PERMISSION OF SUPERINTENDENT

If you wish to be off on a scheduled working day, place your name in the "day off" book in advance of the day you are requesting. Call the garage clerk after 1630 hrs. on the day prior to the day you want to be off to find out if your request has been approved by the superintendent.

CTA EQUIPMENT

You are issued items of CTA equipment necessary in your daily operation. You must sign for this equipment and it must be returned when you leave CTA or transfer to another job. If any item is lost or not returned upon leaving, you must pay for the replacement of the item.

Rule Book	- \$5.00
Punch	- \$9.50
Telephone Box Key	- \$3.00
Courtesy Card Kit	- \$1.00

You may be issued registers on a daily basis. These registers must be turned in with your trip sheet at the completion of your run. If you lose a register, the cost will be as follows:

McGill "Multifare" Register	- \$55.00*
McGill "Dual-Fare" Register	- \$55.00*
McGill Single Unit Register	- \$15.00*

*These are minimum amounts. You could be charged an even greater amount depending on circumstances.

BADGE/IDENTIFICATION CARD

The replacement fee and/or discipline an employee faces when their identification card or badge is lost will be determined by the Authority.