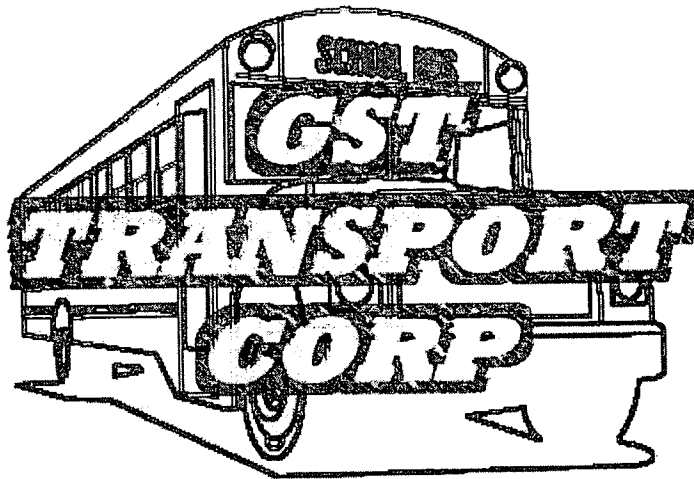


ATTACHMENT # 6

GST – STANDARD OPERATING PROCEDURES

(19 Pages)



GST, INC. STANDARD OPERATING PROCEDURES

EMPLOYEE HANDBOOK

**GST, INC.
1897 Route 38
Southampton, NJ 08088
609-267-3380**

PROVIDING QUALITY TRANSPORTATION SERVICE
SAFETY IS OUR PRIORITY

REVISED 2010

As a new employee of GST (Garden State Transport, Inc.), we welcome you. Please take the time to read these policies and procedures. They will assist you with understanding the requirements of your position.

Good company behavior is simply good business. Our management team sets high ethical business practices to help ensure that the company flourishes and grows in the spirit it was intended.

It is the quality of our employees that enables us to grow and offer a transportation system that is safe and efficient. As part of a team of talented and creative men and women of many cultures, races, and ethnic backgrounds, we provide the safest transportation possible for the communities we serve.

We expect everyone in this company to use good judgement in making safe decisions on behalf of our ridership, fellow employees, officials, citizens and all persons we communicate with on a daily basis.

All policies, guidelines, benefits, rules and procedures in this Handbook are frequently reviewed and evaluated, and are subject to change without notice at the Company's discretion. This Handbook is for information purposes only. It is not intended to be an employment contract or agreement, nor does it contain promises or commitments to the employee of any kind. Its contents should not be construed otherwise.

Any references to, or discussion of matters related to employment shall not be treated as a contractual agreement or a guarantee of employment. No one is authorized to make oral exceptions to this policy, and exceptions are only permitted when they are contained in a written document signed by the President of GST.

- NOTE: 1. The Company or GST refers to (GARDEN STATE TRANSPORT, INC.)
2. The term (HE,HIS) is a term that refers to all persons and does not in any way refer to gender.

CODE OF CONDUCT

GST employees are expected to continually demonstrate moral and ethical standards that are above reproach. By setting an example to others in all business dealings and relationships, each employee will help to promote the image of GST as an organization of integrity.

The company expects its employees to recognize their responsibility to society above and beyond their obligation to GST and their personal financial gain.

While this company must be competitive, it must at the same time do so in strict compliance with all laws and regulations applicable to its activities. No employee should at any time take any action on behalf of the company that violates any applicable law or regulation.

Employees are required to adhere to those policies and practices stated in this handbook.

Violation of any of these principles is cause for disciplinary action, including suspension or termination of employment.

Employee cars are not to be parked directly in front of the GST Building. These spots are for customer parking only.

AT WILL POLICY

The company adheres to the doctrine of Employment at Will. Simply stated it means that your employment is "at will" and may be terminated by you or the company at any time for any reason. An Employee's at will status cannot be changed by an oral agreement and can only be altered by an express written statement signed by an officer of GST.

To remain an employee in good standing with rehire status, we require a two-week notice prior to separation.

AFFIRMATIVE ACTION POLICY

It has been and, will continue to be, the policy of this company to provide equal employment opportunities to all applicants; and to administer all personnel practices, such as recruitment, hiring, promotions, and other terms, conditions and

privileges of employment, in a manner which does not discriminate on the basis of race, color, national origin, sex, age, handicap or veteran status.

SEXUAL HARASSMENT

GST is committed to maintaining an atmosphere that is free of conduct considered to be sexually harassing or abusive. Sexual harassment in any form is prohibited and will not be tolerated. Conduct constituting a violation of this policy will be subject to appropriate disciplinary action, up to and including termination. Management must be notified in writing of any type of harassment.

CONTROLLED SUBSTANCE POLICY

It is our intent to provide a working environment that is free of the problems associated with the use and abuse of drugs.

GST will cooperate fully with local, state or federal authorities in matters pertaining to the use, possession, manufacture, distribution, dispensation, sale or purchase of controlled substances by anyone on company premises or using company property. Conduct constituting a violation of this policy will result in immediate termination.

APPLICANTS

Final candidates for employment must take and pass a pre-employment drug test as part of the requirements for employment. Any applicant who tests positive or refuses to take a drug test will be considered to have failed to meet the conditions of employment eligibility and will not be considered for employment.

EMPLOYEES

Any employee who is under the influence of, or tests positive for the presence of a controlled substance or a metabolite of a controlled substance or is involved in the manufacture, distribution, sale, purchase, or possession of any controlled substance covered under the federal CONTROLLED SUBSTANCE ACT, while on company business or operating company equipment (including lunch and break time), is considered to be in violation of company policy. The policy allows for either drug testing of an individual employee or full-facility testing of all employees.

Additionally, the company reserves the right to conduct unannounced searches for controlled substances anywhere on company property, including any personal property brought onto company premises. All employees are subject to a random drug screening unannounced and required to be taken immediately upon request.



Employees who violate this policy, or refuse to cooperate with the implementation of this policy, will be subject to immediate termination from employment.

OPEN DOOR POLICY

If you have any suggestions or ideas that you feel would benefit the company, we encourage you to tell us about them. We are always looking for suggestions that will improve methods, procedures and working conditions, reduce costs or errors and benefit the company, its employees and customers.

We strongly believe in a harmonious relationship based on openness between each employee and the employer. We encourage you to share your concerns, seek information, provide input, and resolve problems through communication with us, which is a vital part of this policy.

HOLIDAYS AND BENEFITS

There are five paid holidays during the September to June year. These are the only paid holidays.

- New Years Day (Jan.1)
- Memorial Day
- Easter (Friday)
- Thanksgiving Day
- Christmas Day

To be eligible for holiday pay, you must have worked for GST Transport for 90 days. You must then work the full day before and the full day after each holiday.

1) Employees are eligible for health benefits after 90 days. Enrollment is the 15th of the month (Must work minimum of 25 hours per week.) Open enrollment is each November. 2) Employees are eligible for 401k after one year of service. (Minimum of 25 hours per week to qualify.) Enrollment is after one year on January 1st, April 1st, July 1st, and October 1st.

ILLNESS AND SICK TIME

If during your route you become too ill to drive, **CALL the office**. We expect you to put safety first at all times. It is the responsibility of the employee (not a family member or friend) to call and speak with someone in the Brunt Family. No texting or emailing. If you text and do not call and speak with someone in the office it will be counted as a no call, no show.

It is priority for you to be at work every day. If you feel that you will not be able

to work due to illness, you **MUST** call one of the numbers listed below if it is before 6 A.M. or after 6 P.M.:

Peter Brunt	609-410-4817
Jon Brunt	609-707-1476
Office	609-267-3380

If you are absent for more then three days or there are medical concerns you must have doctor's note to return to work. If you have excessive absenteeism you may lose your route and be put on standby. School districts require consistency with their routes.

WORK RELATED INJURY

Employees must fill out a personal injury report form within 24 hours of injury for a valid worker's compensation claim. Please immediately see management if you are injured and would like to see a doctor.

LEAVE OF ABSENCE

Any leave of absence request, must be made in writing at least one week in advance. Any leave of absence for personal reasons for 30 days or longer, you will not be guaranteed a job upon return. ***All leaves of absence must be approved by the management.***

Leave of Absence may be granted for:

- MATERNITY LEAVE OF ABSENCE
- MILITARY LEAVE OF ABSENCE
- JURY DUTY
- PERSONAL LEAVE OF ABSENCE
- *FUNERAL LEAVE OF ABSENCE

*Funeral leave may be granted to employees when death occurs to a member of the employee's immediate family. Immediate family members include:

Spouse	Parents	Brothers	Grandparents
Children	Parents-in-law	Sisters	Grandchildren

PAY PERIOD

For all employees, the standard pay period is weekly. Paychecks are delivered on the Friday of each pay period, at the end of the workday. When a payday falls on a holiday, paychecks will be delivered on the last working day.

All drivers and aides are paid on a per-trip basis. Each run has an established route time. If there are concerns about the route time allowed then a written request is to be submitted to management and they will drive the route to see if any changes need to be made.

*The company reserves the right to institute a change in paycheck distribution with a 30 day written notice.

Note: Your weekly pay stub is proof of your earnings. Please keep them for future inquiries.

WORK SCHEDULE

The standard work week is five days, but may vary due to location, routes and contract requirements. Drivers and escorts are due in 15 minutes prior to the start of their shift to be prepared when their shift begins. Consistent tardiness will result in loss of assigned route.

DRIVER / ESCORT QUALIFICATIONS

The following is a list of minimum driver qualifications:

1. Drivers must have a valid CDL license, with proper endorsements that allow legal operation of their vehicle.
2. Drivers should have an exemplary driving record, which is subject to review and shall satisfy the standards set forth by the company.
3. Drivers must satisfy the minimum age required by law to drive the assigned vehicle. He must also meet our insurance requirements pertaining to age.
4. Drivers must pass a physical examination which will be performed by a physician who will then issue a certification upon passing the requirements.
5. Drivers are subject to fingerprinting and background check.

6. Drivers must pass a pre-employment drug test and participate in the Drug Free status program throughout employment.
7. Drivers must inform GST of any violations or changes to their Drivers license within 24 hours.
8. If in the judgment of the Board of Education, any driver of a vehicle operating under contract is not doing an acceptable job, the Board can request the contractor to remove the driver from the run.

The following may disqualify a driver:

1. Felony conviction.
2. Conviction for driving while intoxicated or while under the influence of un-prescribed drugs.
3. Conviction for reckless driving, careless driving or other similar offences.
4. Revocation of driver's license ANY conviction of any crime related to a minor assault.
5. Refusal to submit to or failure to pass a required drug or alcohol test.

The following is a list of minimum ESCORT qualifications:

1. Escorts are subject to a background check and fingerprinting.
2. Escorts must participate in the Drug Free program.

The following may disqualify an escort:

1. Felony conviction.
2. Refusal to submit to or failure to pass a required drug or alcohol test.

***Drivers and escorts must meet all requirements set by the state and transportation authority or any agency with whom we contract for service.**

PERSONNEL FILES

GST maintains up-to-date personnel files on all employees. It is important to maintain our files and keep them timely because this information is used for administrative records, contract requirements and notification in case of emergency, etc. Please help us keep your records up to date with renewal or update of your vital information. All records are treated as confidential and on a need to know basis.

PRE-TRIP INSPECTION FORM

All GST employees are required to complete a bus inspection form for each trip. All employees must personally sign in and out on a daily basis.

Daily pre-trip inspection forms are to be turned in each day. This sheet is for bus safety and a method of tracking the buses daily in case of an emergency.

CLEANING YOUR VEHICLE

The company will take care of the exterior of your vehicle on a routine cleaning schedule. *It is your responsibility to keep the inside of your vehicle clean and neat.*

USE AND PROTECTION OF VEHICLES AND PROPERTY

Respect and protection of company property is everyone's concern. If you find property missing or damaged, please report it to us immediately.

Don't forget to do a Pre-trip and a Post-trip on your vehicle. Report any damage, vandalism or items that may have been left by a rider. Be sure you have all the safety equipment required on your vehicle and that it is secured. Driver pre-trip time is included in the route trip time.

DICIPLINARY PROCESS

GST believes that where appropriate, all employees should be given the opportunity to improve their performance. If the company feels that counseling and a plan for improvement is appropriate based on the nature of the offense and accompanying circumstances, the following staged disciplinary process may be used.

1. **VERBAL COUNSELING** – let the employee know of the rule violation, and determine a course of corrective action to be taken. Documentation of this infraction will be placed in the personnel file.
2. **WRITTEN WARNING** – notify the employee of the rule violation and provide a warning for future misconduct. Explain the consequences of any further infraction, place documentation in the personnel file.

3. **SUSPENSION** – make the employee aware of the rule violation and explain that the next step may be termination. Documentation will be placed in the personnel file.
4. **TERMINATION:**
 1. occurs immediately for serious misconduct
 2. may occur after suspension and investigation find an employee at fault.
 3. results when an employee fails to improve after verbal and/or written counseling.
 4. Documentation must be placed in the personnel file.

EMPLOYEE'S RESPONSIBILITY

1. **Appearance** helps to set the attitude on your bus for respect and influence and control of all passengers. All employees are therefore required to dress in appropriate clothing that is clean and neat at all times. When selecting your daily attire remember safety first.
 - NO open toed or high heeled shoes, select shoes with a good tread to avoid slips.
 - Do not wear tight form fitting clothes.
 - Do not wear clothing that may catch or cause restrictive movement.
 - NO objective slogans or pictures are to be displayed on your clothing.
 - NO muscle "T" shirts or see thru blouses, no tank tops, no spaghetti straps or plunging neck lines.

A white shirt with collar and dark pants are suggested.

2. **Manners and speech** – Setting the example for your passengers will not only demonstrate the respect you are looking for in return, but set the pace for a relaxed and pleasing atmosphere.

3. **Pre-Tripping your vehicle** – the driver will always do a Pre-trip of the vehicle. Before starting the second part of your route (afternoon run), it is also necessary to do a walk around to check for damage or leaks before starting out.

- Pre Trip consists of checking:
 - a. all lights
 - b. brakes
 - c. mirrors
 - d. steering
 - e. tires
 - f. windshield wipers
 - g. stop arm
 - h. look for leaks/general damage

Note: Driver must be on bus if engine is running. Bus warm up shall not exceed 3 minutes. Maximum idle time is 3 minutes.

POST-TRIP should be done after unloading at school and in the yard before leaving your bus. Walk through your vehicle to check for children or items left on the bus. At the end of each run, as soon as possible after last student is discharged and again when parking the bus in the assigned yard.

****New laws are in effect! If you leave a child on the bus unattended first offense your license will be suspended for six months, second offense your license will be permanently suspended.***

4. **When stopping at a school or to board and off load passengers**, do not leave the bus while the motor is running. When the bus is parked, turn the wheels toward the curb as a safety measure. Always remove the key. (Exception – Wheelchair boarding may need the motor engaged to power the lift. Make certain to use the emergency brake.)

No bus may idle for more than 3 minutes. This is a state law!

5. **Unattended bus** -Do not allow students to enter or sit in an unattended bus.
6. **Windows should be kept clean at all times**. Drivers are responsible for the safety of their bus and passengers. Keeping your windows clean means good visibility.

When parking the bus for the night, make sure all windows and hatches are closed.

7. **Fuel** – Make sure you always have at least a 1/2 tank of gas. Do not leave an empty bus for the next day
8. **Breakdown** -In the event of a mechanical breakdown during a scheduled run, immediately contact the office (see your list of numbers to call).
9. **Accidents** -Report ALL ACCIDENTS (no matter how small) IMMEDIATELY. Do not move your vehicle unless told to do so by the police or a company manager. (Refer to the “HANDLING ACCIDENTS AND EMERGENCIES”) handbook.
**** Any bus involved in an accident must be checked by the Mechanic before being used again.**
10. **Route changes** - No vehicle shall deviate from its prescribed route and stops unless written permission is granted from the school board.
All students are to be picked up and dropped off at their prescribed stops and school. Any changes must be with prior written permission. No school vehicle can be used for personal use. GST’s insurance is for school runs only.
11. **Unauthorized Passengers** -Allow only scheduled passengers on your bus. At no time will unauthorized persons be allowed on the bus without permission of the Management and school board.
12. **Railroad crossings** – all buses **MUST** stop at all marked or active railroad crossings. Activate hazard lights.....STOP! (15 to 50 ft from Railroad Crossing).....LISTEN! (open window or door).....LOOK! (left,right,left) then proceed. **NEVER STOP ON TRACKS.**
13. **Right on RED** – **Do not turn right on red.** All vehicles must wait for the green light.
14. **Traffic laws** – Drivers must to obey all traffic laws. If you are not sure what the laws are pertaining to road safety, read the “N.J. DRIVER’S MANUEL”, available at the N.J. Motor Vehicle Department.
15. **Discipline** -The driver is responsible for maintaining effective discipline and control of his/her passengers. If a discipline problem occurs:
 - a. try to resolve the problem with the student by communication.
 - b. report any discipline problem to the company on incident report forms.
 - c. The driver does not have the authority to exclude a pupil from the bus.

- d. If you cannot handle the situation, vehicle should be parked, and call immediately for assistance.
- e. All students shall have assigned seats and recorded on a seating chart per New Jersey State code.
- f. Only in extreme cases should you physically handle a student. The law specifically states the conditions under which you may physically handle a student. 1. If they are going to harm another passenger. 2. If they are going to do harm to themselves. 3. If they are going to do harm to you.

LOADING STUDENTS

Prepare to load a student in this order:

ACTIVATE- amber warning lamps approximately 300 ft prior to each stop.

STOP- pull off onto right shoulder as far as is safe and practical to load or unload. Bus should be visible for 300 feet in both directions. PARK the vehicle (use your brake).

CHECK TRAFFIC – check for any movement in front, behind and at the sides of your bus.

OPEN DOOR – opening the door activates the red flashing Lights, stop sign and the swing arm.

STUDENT LOADING – any student that needs to cross the street during loading or unloading on your bus, must cross in front of the stopped bus. NEVER CLOSE THE DOOR!!! This will cutoff the warning lights. Tell the children when it is safe to cross the street.

COUNT THE STUDENTS AS THEY LEAVE YOUR BUS...MAKE CERTAIN THAT YOU CAN SEE THEM AND KNOW WHERE THEY ARE.

CLOSE THE DOOR – make sure all students are seated and properly seat belted before you close the door. Once the door is closed, all outside warning lights go out and cars will begin to go around you.

MOVING INTO TRAFFIC- put the vehicle into gear, release the brake and move back onto the road only when it is safe to do so.

1. All passengers should be loaded at the curb, on the boarding side of the street. For safety, try to pick up passengers on the right side of the road. If this is not possible, then Management MUST provide an alternative.

2. Buses should not move until all students are seated and seatbelts are secured **ALWAYS** check for pedestrians around the bus before moving.
3. Avoid backing the vehicle whenever possible. If you must back up do it **CAREFULLY**. Remember to look everywhere, including the roof of your bus.
 - *** * For rules pertaining to your specific run, read your REGIONAL SCHOOL DISTRICT DRIVER'S HANDBOOK.**

RADIO AND TELEPHONE USE

Do not use a cell phone of any type while the bus is moving. Emergency cell use requires the bus to be safely stopped. No personal calls should be answered unless an extreme emergency and you are safely stopped. This includes headsets and blue tooth wireless ear pieces. Per our contracts with school districts no phone use of any kind outside of emergencies or contact with base is allowed. This includes sitting at schools waiting for students to load or unload. **ABSOLUTELY** no texting at any time. Your job is to watch your students and you can not if you are texting or reading emails. You need to conduct yourself in a professional manner while you are on the job. This applies to both escorts and drivers. Disciplinary measures will be taken if you do not adhere to this policy. It is against the law to drive while on the cell phone.

Every driver must be able to hear and communicate via the 2 way radio, keep volume up. **Before each run a radio check must be done with dispatch.**

STUDENT CONTACT OUTSIDE OF WORK

In present day of technology and social networking please remember company policy prohibits contact with minors outside of the work environment. This includes text, email, facebook, my space etc. All communication is to go through dispatch. Students should at no time have your cell phone number. If there is a problem parents and students should be contacting base directly. This is to both reduce confusion and for your protection.

BULLETIN BOARD

Please be aware that we use a bulletin board in the driver's area to communicate important company information, such as safety rules, schedule changes, and management memos. ***Each employee is responsible for reading the posted information. Don't forget to check it on daily basis.***

TRAINING

Training for drivers is an essential aspect of the company's desire to provide our passengers with the safest and most reliable service. It is our desire to deliver training that is practical, comprehensive and essential for an efficient and safe operation.

All driver and escort training will be received from a qualified instructor who will train, evaluate and record each employees attendance and progress.

The training curriculum will be provided to the extent required to enable each employee to reach the professional level of their specific job requirements.

All ongoing training and monthly training schedules will be posted on the BULLETIN BOARD.

SMOKERS / NON-SMOKERS

Employees are not allowed to smoke on any company vehicle. Smoking is prohibited on school grounds, school buses or in a public building by law.

ACCIDENT REVIEW BOARD

All accidents will be reviewed by a company review board consisting of at least two managers and the safety trainer. The review will be held within one week of the accident to determine if the accident should be deemed preventable or non-preventable.

All accidents involving drivers with previous preventable accidents within an 18 month time period, will be convened within 24 hours (weekends excluded).

All accidents will be discharged in this way.

In writing 3 copies – a copy to the owner, driver, personnel file:

1. Non-preventable – NO ACTION REQUIRED
2. Preventable
 - a. Written warning – first offense
 - b. Suspension and retraining – second offense
 - c. Termination – third offense

- An accident with less than \$500.00 damage and no outstanding circumstances will be considered a minor accident/incident, and will be handled in such a manor:
 1. First offense - written warning
 2. Second offense – written warning
 3. Third offense – Suspension
 4. Forth offense – Termination
- A combination of a minor accident/incident and a major Preventable accident will be considered as major and will revert to the disciplinary scale for Preventable accidents described. All determination of accidents and their actions by the company are decided by the Accident Review Committee.
- Once a decision has been made regarding the Preventability of an accident, it may be addressed in writing by the driver (ONE TIME ONLY) for review by the owner of this company who may overturn or agree with the outcome after reviewing all documentation on the accident.

EMPLOYEE DISCOUNT POLICY

All employees are entitled to a 10% discount on all products and services provided through this company. These include, personal car repair, pet products, vehicle parts, etc.

ADDENDUM

The Employee Handbook is intended to give you a general overview of the company and information regarding policies and benefits. Some policies and benefit programs currently in effect may be revised, suspended, or eliminated by GST in response to business needs or changing legal requirements. This company reserves the right to amend, change, eliminate, suspend, enhance or expand on all aspects of the contents of this handbook.

However, any changes regarding all employees will be in written form and added to this document. Any such change will be posted for employee's review in the dispatch break area.

Only with the consent of the owners of this company will any changes affecting this handbook be binding and put into effect.

Things to remember at all times!

- Absolutely no smoking on the bus! It is against the law!!!
- Proper 2-way radio usage. Radio should always be on and volume turned up so you can hear when base is calling.
- Always do a radio check before leaving the yard.
- If you hear someone else on the radio wait until they are finished. Try to avoid stepping on each others transmissions.
- No cell phones may be used unless there is an emergency or you are in contact with base and you are safely pulled over. This includes headsets, blue tooth etc. No personal phone calls allowed while working and students are present.
- Left/right sheets and seating charts are requirements from the school district. It is the driver's responsibility to hand in left/right sheet and seating chart by the end of September. All left/right sheets must have accurate stops and times. Please update as changes may occur in your run.
- Both drivers and escorts are responsible to walk the aisle of the bus at the school in the AM and then again in the PM. You need to pull over once the bus is empty before leaving the district. Walk the aisle again back at the yard. Make sure you look under the seats!
- In the PM make sure lights are off, windows and hatches are closed.
- The bus is to be kept cleaned at all times. Make sure you remove garbage and sweep daily.
- Time sheets must be filled out completely and handed in daily. If you are in a remote location it is your responsibility to find away to get the sheets to base on a daily basis. Failure to have them in on a time may result in delay of pay.

ACKNOWLEDGEMENT

(This document will be placed in your personnel file)

I _____ have received the Employee Handbook and understand that it is not a contract of hire with GST. It is however, a guide to understanding the requirements of my employment. It is my responsibility to read the materials within and in accordance to the OPEN DOOR POLICY, any questions or ideas I may have regarding this handbook, may be directed in writing directly to the Management of GST.

I understand that any changes regarding this Handbook may be implemented at any time upon written decree and notification from the Company's owners.

signature

date