



Motor Carrier Attachment 43:

MTA Transit Bus Driver Training Records

Baltimore, MD; 11/1/2016

HWY17MH007

(35 pages)

11/1/2016

Name: **BAKER, EBONEE**
 StudentNo: 74815
 Address: [REDACTED]
 BALTIMORE, MD
 21206

OPERATOR
 Phone #1: [REDACTED]
 Email:

Badge # 827

Completed Courses:	Status	Course Date
Post Accident Training	Completed	October 22, 2015
Line 026	Completed	February 10, 2015
Line 031	Completed	February 10, 2015
Post Accident Training	Completed	February 26, 2014
Efficiency Ride Check	Completed	March 14, 2013
Articulated Bus Training	Completed	March 5, 2013
Line 120	Completed	September 7, 2012
De-escalation	Completed	October 20, 2011
Road Training	Completed	October 20, 2011
Bus Simulator	Completed	October 20, 2011
Racial Acceptance Recertification	Completed	October 19, 2011
Maintaining a Peaceful Bus Environment	Completed	October 19, 2011
Domestic Violence Training	Completed	October 18, 2011
TARR Terrorist Activity Recognition and Reaction	Completed	October 18, 2011
RE-FRESHER Training (Bus Operator)	Completed	October 5, 2011
Remedial Training	Completed	March 8, 2011
RE-FRESHER Training (Bus Operator)	Completed	March 8, 2011
Post Accident Training	Completed	March 8, 2011
Accident Prevention Interview (API)	Completed	June 24, 2010
Maintaining a Peaceful Bus Environment	Completed	March 17, 2010
MAINTAINING A Peaceful Bus Environment-/Bus Operator	Completed	March 17, 2010
Racial Acceptance Recertification	Completed	March 17, 2010
Racial Acceptance Recertification	Completed	March 17, 2010
SYSTEM-SECURITY Awareness for Transit Employees-/Bus	Completed	March 16, 2010
TARR Terrorist Activity Recognition and Reaction	Completed	March 16, 2010
WORKPLACE/DOMESTIC Violence Training-(Bus Operator)	Completed	March 16, 2010
REASONABLE Suspicion/Substance Abuse-(Bus Operator)	Completed	March 16, 2010
REASONABLE Suspicion/Substance Abuse-(Bus Operator)	Completed	March 16, 2010
Domestic Violence Training	Completed	March 16, 2010
TERRORIST Activity Recognition/Reaction-(Bus Operator)	Completed	March 16, 2010
FARE Structure/FAREbox Collection Training-(Bus Operator)-/Charmcar	Completed	February 5, 2010
NEW FLYER Hybrid (Diesel/Electric) 40 ft Familiarization	Completed	September 29, 2009
Line 024	Completed	March 2, 2007
Line 033	Completed	March 2, 2007
Line 020	Completed	March 1, 2007
Line 023	Completed	February 28, 2007
Line 035	Completed	February 27, 2007
Line 055	Completed	February 26, 2007
Line 040	Completed	February 23, 2007
Line 021	Completed	February 23, 2007
Line 010	Completed	February 22, 2007
Driving While Distracted (Bus Operator)	Completed	February 21, 2007
MUTUAL Respect/Sexual Harassment Review	Completed	February 21, 2007
ADA-Americans With Disabilities Act	Completed	February 21, 2007
Line 004	Completed	February 19, 2007

This certificate is awarded to

Ebonee Spence

in recognition of successful completion of

***The Bus Operations
Training Program***

AUTHORIZED BY: _____

Charles E. Moore
Manager Transportation Training,
Office Of Training And Development

June 27, 2006

A Smarter Way to Travel



ROUTING

Employment _____	Finance _____
E. Hoffman, MDOT _____	Police _____
Employee's Division _____	Other _____
Payroll Department _____	

PART I. (Complete for New Employees Only)

PERSONNEL STATUS FORM
EFFECTIVE DATE: 06/29/06

NAME: LAST FIRST INITIAL

ADDRESS: Number Street/Road

City/County State Zip Code

Social Security No. Race Sex Date of Birth

Payroll Number Marital Status

EDUCATION:

JOB TITLE: _____

MTA GRADE/ANNUAL SALARY: _____

PROGRAM: _____ COST CENTER: _____ JOB CODE NO: _____

FAIR LABOR STANDARDS ACT: Exempt Non Exempt

PER DIEM

OPERATOR: APPOINT NO. _____ BADGE NO. _____

NON OPERATOR: SHIFT: _____ DAYS OFF: _____

OFFICE GRADE: _____ MTA POLICE: _____

RATE: _____ PER: _____ DIV./DEPT.: _____

RETIREMENT PLAN: STATE: _____ MTA: _____

PART II. CURRENT PERSONNEL DATA

REVISED PERSONNEL DATA

NAME: Spence Ebonee D 74815
LAST FIRST INITIAL PAYROLL #

JOB TITLE: Part-time Operator Trainee, Badge #2624 Pin Number: [REDACTED]

02 970 8400-P 9708
PROGRAM COST CENTER JOB CODE NO. RESP. CNTR.

3.40 604 Transportation 06/12/06
MTA GRADE/RATE DIV./DEPT. PAYROLL EFFECTIVE DATE

NAME: Spence Ebonee D 74815
LAST FIRST INITIAL PAYROLL #

JOB TITLE: Part-time Operator, Badge # 2624 PIN NUMBER: [REDACTED]

02 970 8400-P 9708
PROGRAM COST CENTER JOB CODE NO. RESP. CNTR.

1304 622 Transportation 06/29/06
MTA GRADE/RATE DIV./DEPT. PAYROLL EFFECTIVE DATE

REMARKS: Code: 49 Successfully completed training program Assigned to Eastern division

Last Day Worked: _____

Soundex Number: [REDACTED]

HIRE DATE: 4/12/06

P/T DATE: _____

F/T DATE: _____

SUBMITTED: [REDACTED] DATE: 6/29/06
Division Head or Designee

APPROVED BY: [REDACTED] DATE: _____
Administrator or Designee

APPROVED BY: [REDACTED] DATE: 7/5/06
Human Resources

[REDACTED] 716106

MUTUAL RESPECT

TRAINING ACKNOWLEDGEMENT

NAME: Ebonee Spence BADGE: 2080/3084
DIVISION: Eastern DATE: 2/21/07

The following information has been covered during this portion of my training as a bus operator:

- ✓ Reviewed and received MTA's Mutual Respect Policy [1992]
- ✓ Viewed video titled "In This Together" covering the following topics:
 - a) Moods, personal issues and attitudes
 - b) Gossip, privacy and nosy co-workers
 - c) Promises and broken promises
 - d) Pictures, jokes and language
 - e) Sexual attraction and sexual harassment
 - f) Tolerance and differences
 - g) Courtesy and small kindness
 - h) Harassment complaints and policies
- ✓ Received "In This Together" employees handbook

My signature below attests that the items contained in this acknowledgement have been reviewed with me and I have a good understanding of the material listed in this document.

[Signature]
Bus Operator's Signature

2/21/07
Date

[Signature]
Instructor's Signature/Witness

2-21-07
Date

1078

CHARMCARD



ENTERED

FOR ODYSSEY FAREBOX TRAINING ACKNOWLEDGEMENT

NAME: [Redacted] BADGE: 1237
 DIVISION: Eastern DATE: 2/5/10

The following information has been covered during my Odyssey farebox CharmCard training.

- ✓ CharmCard functionality and acceptance.
- ✓ Type fare product may be loaded at farebox.
- ✓ Type fare product accepted at farebox
- ✓ How to add value to CharmCard at farebox
- ✓ How to check value of CharmCard at farebox
- ✓ How to pay a single fare with CharmCard at farebox
- ✓ How to purchase a 1-day pass with stored value
- ✓ How an up-charge fare is collected on express bus service
- ✓ Load add value limitation \$20 (No Coins Can Be Used)
- ✓ What if CharmCard Target on farebox is not working?
- ✓ What if Customer's CharmCard not working?
- ✓ What if Customer's CharmCard indicate 'Passback'?
- ✓ What if Passenger does not complete CharmCard transaction 'Walkway'?
- ✓ Contacts for operational problems and reporting procedures
- ✓ Operator fare collection literature

My signature below attest that the item contained in this acknowledgement have been reviewed with me and I have a good understanding of the material listed in this document

[Redacted Signature]
Employee Signature

2/5/10
Date

[Redacted Signature]
Instructor/Witness Signature

2/5/10
Date

New Bus Operator Candidate Training Program Outline

Training Outline

(Used for *Orientation* and *Road/Classroom* training—Times are approximate.)

Week 1 Day 1—Orientation—All Candidates

1515 Washington Blvd. Classroom

6:00-8:15 Module 1: Welcome/Introduction

- *Motivational Video*
- Welcome Remarks/Distribute Training Manual
- Introductions
- CDL Status Check
- MTA Vision/Goals, Mission/Values, Training & Development Mission Statement
- Quiz
- Training Acknowledgement Review
- Department/Instructor Contacts
- MTA Rule Book
- Candidate's Outline
- Bus Operator Candidate Performance Evaluation Form

8:15-8:30 Break

8:30-11:00 Module 2: Bulletins/Policies

- MTA Bulletins/Policies
- *In This Together* video and Seven Questions
- Quiz

11:00-12:00 Lunch—On Your Own

12:00-2:30 Module 3: Bus Safety

- Fatigue/Hypertension Awareness
- Bus Emergency Procedures
- Incident/Accident Prevention & Reporting
- System Safety

End of Day

New Bus Operator Candidate Training Program Outline

Daily Schedule—All Candidates

Week 1 Day 2—Orientation

1515 Washington Blvd. Classroom

6:00-9:00 Module 4: Defensive Driving

- Questions/Summary of Day 1
- Are You a Defensive Driver
- Close Caption Television Footage
- 300:29:1 Theory
- The Smith System (The Five Keys to Defensive Driving)
- The Three Most Common Accidents/MTA's Hotspots
- *TAPTCO Pedestrian Awareness Training Video*
- Bicyclist Awareness Training
- Quiz

9:00-9:15 **Break** (Module 5 Preparation)

9:15-11:15 Module 5: Bus Familiarization

- *MTA CDL Pre-Trip Inspection Video*
- Pre-Trip Inspection Guide (Bumper to Bumper)
- CDL Pre-Trip Inspection Guide & Photos
- Bus Seat, Steering Wheel, & Mirror Adjustment Procedures
- Quiz

11:15-12:15 **Lunch**—Your Own”

12:15-2:30 Module 5: Bus Familiarization Training Continued, Training Overview, Instructor Assignments

- Bus Seat, Steering Wheel, & Mirror Adjustment Cont.
- Overview of Training for the Rest of the Week
- Instructor-Candidate Assignments/Introduction
- Quiz

End of Day

New Bus Operator Candidate Training Program Outline

Daily Schedule—All Candidates

Week 1 Day 3 Orientation

1515 Washington Blvd. Classroom

6:00-8:30 (Classroom) **Module 5: Summary/Open Topics**

- Summary of and Questions from Day 2 thru Day 3
- Open Topics

6:30-11:00 **Tour of all four (4) Transportation Business Units:**

⚡ **During the course of training, the Candidates will visit the remaining three (3) Transportation Business Units (Light Rail, Metro and Mobility)**

Bush Division

Eastern Division

6:30-7:30

1515 Washington Blvd, Baltimore, MD 21230

- ⚡ Meet Superintendents/Assistants
- ⚡ Meet Dispatchers/Starters/Secretary
- ⚡ Tour Facilities
- ⚡ Tour Bus Yard

8:00-8:30

201 Oldham Street, Baltimore, MD 21224

- ⚡ Meet Superintendents/Assistants
- ⚡ Meet Dispatchers/Starters/Secretary
- ⚡ Tour Facilities
- ⚡ Tour Bus Yard

Kirk Division

Northwest Division

9:00-9:30

2226 Kirk Avenue, Baltimore, MD 21218

- ⚡ Meet Superintendents/Assistants
- ⚡ Meet Dispatchers/Starters/Secretary
- ⚡ Tour Facilities
- ⚡ Tour Bus Yard

10:00-11:00

4401 Mount Hope Drive, Baltimore, MD 21215

- ⚡ Meet Superintendents/Assistants
- ⚡ Meet Dispatchers/Starters/Secretary
- ⚡ Tour Facilities
- ⚡ Tour Bus Yard

11:00-12:00 **Lunch Break**

12:00-2:30 Summary of and Questions from Tour of Transportation Business Units.

End of Day

Instructor: Complete the daily evaluation and prepare for the next day.

New Bus Operator Candidate Training Program Outline

Daily Schedule—All Candidates

Week 1 Day 4-5—Orientation

1515 Washington Blvd. Classroom

6:00-8:30 (Classroom) **Module 5: Summary/Open Topics**

- Summary of and Questions from Day 3 thru Day 4
- Open Topics

8:45-2:30 (Bush Street Yard/CDL Training Lot) **Bus Familiarization and Pre-Trip Demo**

- **Bus Familiarization** (with one or two coaches and groups of Candidates)

Interior	Exterior
1. Starting the bus—Check the parking brake (applied) and gear box selector (neutral) before starting the bus.	1. Windshield wipers and washer
1. Parking/emergency brakes and how they work	2. All exterior lights
2. Brake and gas pedals and how they work	3. Mirror adjustment, how to use them properly...pivot point
2. Gear box selector	4. Wheelchair lift and ramp
3. Seat adjustment	5. Fuel tank cap and door
4. Steering wheel adjustment—push/pull and hand-over-hand techniques...its importance, how to steer at 8 & 4 or 9 & 3	6. Front and rear wheels
5. Door operation (front and rear) and air balance valve	7. Engine compartment (left to right)
6. Air Pressure gauge—explain that pressure is need for safe operation and the process for building up air pressure.	8. Circuit breaker/fuse box
7. Explain all other gauges	9. Maintenance free batteries and box
8. Turn signals, high beam switch, and emergency alarm (New Flyer only)	10. Front and rear vehicle overhang
9. All interior lights	11. Bike rack
10. Mirror adjustment, how to use them properly	
11. Video camera system	
12. Emergency equipment (triangles, fire extinguisher, windows and roof hatch)	
13. Air braking/suspension system	

- **CDL Pre-Trip Inspection Demonstration**

End of Day

Instructor: Complete the daily evaluation and prepare for the next day.

New Bus Operator Candidate Training Program Outline

Daily Schedule: Obstacle Course Training

Week 2, Day 1-5, Obstacle Course Training- CDL Lot

CDL Permit Holders

6:00-8:30

- Obstacle Course Training will determine the candidate **skill level**. Instructors will demonstrate and provide the proper way of operating/maneuvering the bus safely. (**Demonstration/Coaching**)
- All candidates will be required to successfully complete the Obstacle Course Training **prior** to beginning Road Training

CDL License Holders

6:00-8:30

- Obstacle Course Training will determine the candidate **skill level**. Instructors will demonstrate and provide the proper way of operating/maneuvering the bus safely. (**Demonstration/Coaching**)
- All candidates will be required to successfully complete the Obstacle Course Training **prior** to beginning Road Training

8:30-2:30—All Candidates

Non-Driving Duties

1. Seat Adjustment
2. Steering Wheel Adjustment
3. Mirror Adjustment/Pivot Point
4. Door Operation
5. Emergency Equipment

Driving Practice and New Skills (Rotate Drivers—one hour each)

1. Starting
2. Stopping/Braking
3. Vehicle Overhang
4. Straight Line Driving (Plus *right* and *left* turns and *pivot point*)
5. The Figure Eight Exercise
6. Observations
7. Steering Control

Expectations for next day, assign first driver for the next day

End of Day

Instructor: Complete the daily evaluation and prepare for the next day.

New Bus Operator Candidate Training Program Outline

Daily Schedule: Non-Passenger Bus Training

Week 3, Day 1, Road Training—Assigned Divisions

CDL Permit Holders

6:00-8:30

- Summary and questions from yesterday and going forward Group Summary of important elements of the Pre-Trip Process
- Key Topics/Points for today (Instructor discretion)
- Candidate CDL Pre-Trip Practice
- Demonstrate the CDL Pre-Trip (Photo Guide)
- Cover ABC (Air Brake Check) Test, Candidate practice

CDL License Holders

6:00-8:30

- Summary and questions from yesterday and going forward Group
- Summary of important elements of the Pre-Trip Process (Photo Guide)
- Key Topics/Points for today (Instructor discretion)
- Farebox Procedures
- Clever Device Procedures
- Radio Procedures
- Schedules

8:30-2:30—All Candidates

Non-Driving Duties

6. Seat Adjustment
7. Steering Wheel Adjustment
8. Mirror Adjustment/Pivot Point
9. Door Operation
10. Emergency Equipment

Driving Practice and New Skills (Rotate Drivers—one hour each)

8. Starting
9. Stopping/Braking
10. Straight Line Driving (Plus *right* and *left* turns and *pivot point*)
11. Observations
12. Steering Control

Expectations for next day, assign first driver for the next day

End of Day

Instructor: Complete the daily evaluation and prepare for the next day.

New Bus Operator Candidate Training Program Outline

Daily Schedule: Non-Passenger Bus Training

Week 3, Day 2, Road Training—Assigned Divisions

CDL Permit Holders

CDL License Holders

<p>6:00-8:30</p> <ul style="list-style-type: none">• Summary and questions from yesterday and going forward Group Summary of important elements of the Pre-Trip Process• Key Topics/Points for today (Instructor discretion)• Candidate CDL Pre-Trip Practice• Demonstrate the CDL Pre-Trip (Photo Guide)• Cover ABC (Air Brake Check) Test, Candidate practice	<p>6:00-8:30</p> <ul style="list-style-type: none">• Summary and questions from yesterday and going forward Group• Summary of important elements of the Pre-Trip Process (Photo Guide)• Key Topics/Points for today (Instructor discretion)• Farebox Procedures• Clever Device Procedures• Radio Procedures• Schedules
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8:30-2:30—All Candidates

Review Non-Driving Duties and Skills from Yesterday

- | | |
|----------------------------------|--------------------------|
| 1. Seat Adjustment | 1. Starting |
| 2. Steering Wheel Adjustment | 2. Stopping/Braking |
| 3. Mirror Adjustment/Pivot Point | 3. Straight Line Driving |
| 4. Door Operation | 4. Observations |
| 5. Emergency Equipment | 5. Steering Control |

Driving Practice and New Skills (Rotate Drivers—one hour each)

1. Intersection Operation
2. Changing Lanes
3. Closing Off
4. Clearances

Expectations for next day, assign first driver for the next day

End of Day

Instructor: Complete the daily evaluation and prepare for the next day.

New Bus Operator Candidate Training Program Outline

Daily Schedule: Non-Passenger Bus Training

Week 3, Day 3, Road Training—Assigned Divisions

CDL Permit Holders

CDL License Holders

<p>6:00-8:30</p> <ul style="list-style-type: none">• Summary and questions from yesterday and going forward Group Summary of important elements of the Pre-Trip Process• Key Topics/Points for today (Instructor discretion)• Candidate CDL Pre-Trip Practice• Demonstrate the CDL Pre-Trip (Photo Guide)• Cover ABC (Air Brake Check) Test, Candidate practice	<p>6:00-8:30</p> <ul style="list-style-type: none">• Summary and questions from yesterday and going forward Group• Summary of important elements of the Pre-Trip Process (Photo Guide)• Key Topics/Points for today (Instructor discretion)• Farebox Procedures• Clever Device Procedures• Radio Procedures• Schedules
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8:30-2:30—All Candidates

Review Non-Driving Duties and Skills from Last Week

- | | |
|----------------------------------|---------------------------|
| 1. Pre-Trip Inspection | 1. Starting |
| 2. Seat Adjustment | 2. Stopping/Braking |
| 3. Steering Wheel Adjustment | 3. Straight Line Driving |
| 4. Mirror Adjustment/Pivot Point | 4. Observations |
| 5. Door Operation | 5. Steering Control |
| 6. Emergency Equipment | 6. Intersection Operation |
| | 7. Changing Lanes |
| | 8. Closing Off |
| | 9. Clearances |

Driving Practice and New Skills (Emphasize Practice Turns)

1. Right Turns
2. Left Turns
3. Pivot Point

Expectations for next day, assign first driver for the next day

End of Day

Instructor: Complete the daily evaluation and prepare for the next day.

New Bus Operator Candidate Training Program Outline

Daily Schedule: Non-Passenger Bus Training

Week 3, Day 4, Road Training—Assigned Divisions

CDL Permit Holders

CDL License Holders

<p>6:00-8:30</p> <ul style="list-style-type: none">• Summary and questions from yesterday and going forward Group Summary of important elements of the Pre-Trip Process• Key Topics/Points for today (Instructor discretion)• Candidate CDL Pre-Trip Practice• Demonstrate the CDL Pre-Trip (Photo Guide)• Cover ABC (Air Brake Check) Test, Candidate practice	<p>6:00-8:30</p> <ul style="list-style-type: none">• Summary and questions from yesterday and going forward Group• Summary of important elements of the Pre-Trip Process (Photo Guide)• Key Topics/Points for today (Instructor discretion)• Farebox Procedures• Clever Device Procedures• Radio Procedures• Schedules
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8:30-2:30—All Candidates

Review Non-Driving Duties and Skills from Yesterday

- | | |
|--|--|
| <ol style="list-style-type: none">1. Pre-Trip Inspection2. Seat Adjustment3. Steering Wheel Adjustment4. Mirror Adjustment/Pivot Point5. Door Operation6. Emergency Equipment | <ol style="list-style-type: none">1. Starting2. Stopping/Braking3. Straight Line Driving4. Observations5. Steering Control6. Intersection Operation7. Changing Lanes8. Closing Off9. Clearances10. Right and Left Turns11. Pivot Point |
|--|--|

Driving Practice and New Skills (Emphasize Service Stops)

1. Service Stops
2. School Bus Zones
3. RR Crossings

Expectations for next day, assign first driver for the next day

End of Day

Instructor: Complete the daily evaluation and prepare for the next day.

New Bus Operator Candidate Training Program Outline
Daily Schedule: Non-Passenger Bus Training

Week 3, Day 5, Road Training—Assigned Divisions

CDL Permit Holders

CDL License Holders

<p>6:00-8:30</p> <ul style="list-style-type: none"> • Summary and questions from yesterday and going forward Group Summary of important elements of the Pre-Trip Process • Key Topics/Points for today (Instructor discretion) • Candidate CDL Pre-Trip Practice • Demonstrate the CDL Pre-Trip (Photo Guide) • Cover ABC (Air Brake Check) Test, Candidate practice 	<p>6:00-8:30</p> <ul style="list-style-type: none"> • Summary and questions from yesterday and going forward Group • Summary of important elements of the Pre-Trip Process (Photo Guide) • Key Topics/Points for today (Instructor discretion) • Farebox Procedures • Clever Device Procedures • Radio Procedures • Schedules
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8:30-2:30—All Candidates

Review Non-Driving Duties and Skills from Yesterday

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Pre-Trip Inspection 2. Seat Adjustment 3. Steering Wheel Adjustment 4. Mirror Adjustment/Pivot Point 5. Door Operation 6. Emergency Equipment | <ol style="list-style-type: none"> 1. Starting 2. Stopping/Braking 3. Straight Line Driving 4. Observations 5. Steering Control 6. Intersection Operation 7. Changing Lanes 8. Closing Off 9. Clearances 10. Right and Left Turns 11. Pivot Point 12. Service Stops 13. School Bus Zones 14. RR Crossings |
|---|---|

Driving Practice and New Skills (Emphasize Downtown & Expressway)

1. Downtown Driving
2. Expressways/Tunnel Driving
3. Other skills at the discretion of the Instructor

Expectations for next day, assign first driver for the next day.

End of Week 1

Instructor: Complete **5-Day Candidate Evaluation Form**, prepare for the next day.

New Bus Operator Candidate Training Program Outline
Daily Schedule: Non-Passenger Bus Training

Week 4, Day 1, Road Training—Assigned Divisions

CDL Permit Holders

CDL License Holders

<p>6:00-8:30</p> <ul style="list-style-type: none"> • Summary and questions from yesterday and going forward Group Summary of important elements of the Pre-Trip Process • Key Topics/Points for today (Instructor discretion) • Candidate CDL Pre-Trip Practice • Demonstrate the CDL Pre-Trip (Photo Guide) • Cover ABC (Air Brake Check) Test, Candidate practice 	<p>6:00-8:30</p> <ul style="list-style-type: none"> • Summary and questions from yesterday and going forward Group • Summary of important elements of the Pre-Trip Process (Photo Guide) • Key Topics/Points for today (Instructor discretion) • Farebox Procedures • Clever Device Procedures • Radio Procedures • Schedules
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8:30-2:30—All Candidates

Review Non-Driving Duties and Skills from Yesterday

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Pre-Trip Inspection 2. Seat Adjustment 3. Steering Wheel Adjustment 4. Mirror Adjustment/Pivot Point 5. Door Operation 6. Emergency Equipment | <ol style="list-style-type: none"> 1. Starting 2. Stopping/Braking 3. Straight Line Driving 4. Observations 5. Steering Control 6. Intersection Operation 7. Changing Lanes 8. Closing Off 9. Clearances 10. Right and Left Turns 11. Pivot Point 12. Service Stops 13. School Bus Zones 14. RR Crossings |
|---|---|

Driving Practice and New Skills (Emphasis is at the discretion of the Instructor)

1. Downtown Driving
2. Expressways/Tunnel Driving
3. Bridges/Overpasses
4. Other skills at the discretion of the Instructor

Expectations for next day, assign first driver for the next day

End of Day

Instructor: Complete the daily evaluation and prepare for the next day.

New Bus Operator Candidate Training Program Outline

Daily Schedule: Non-Passenger Bus Training

Week 4, Day 2, Road Training—Assigned Divisions

CDL Permit Holders

CDL License Holders

<p>6:00-8:30</p> <ul style="list-style-type: none">• Summary and questions from yesterday and going forward Group Summary of important elements of the Pre-Trip Process• Key Topics/Points for today (Instructor discretion)• Candidate CDL Pre-Trip Practice• Demonstrate the CDL Pre-Trip (Photo Guide)• Cover ABC (Air Brake Check) Test, Candidate practice	<p>6:00-8:30</p> <ul style="list-style-type: none">• Summary and questions from yesterday and going forward Group• Summary of important elements of the Pre-Trip Process (Photo Guide)• Key Topics/Points for today (Instructor discretion)• Farebox Procedures• Clever Device Procedures• Radio Procedures• Schedules
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8:30-2:30—All Candidates

Review Non-Driving Duties and Skills from Yesterday

- | | |
|----------------------------------|--------------------------------|
| 1. Pre-Trip Inspection | 1. Starting |
| 2. Seat Adjustment | 2. Stopping/Braking |
| 3. Steering Wheel Adjustment | 3. Straight Line Driving |
| 4. Mirror Adjustment/Pivot Point | 4. Observations |
| 5. Door Operation | 5. Steering Control |
| 6. Emergency Equipment | 6. Intersection Operation |
| | 7. Changing Lanes |
| | 8. Closing Off |
| | 9. Clearances |
| | 10. Right and Left Turns |
| | 11. Pivot Point |
| | 12. Service Stops |
| | 13. School Bus Zones |
| | 14. RR Crossings |
| | 15. Downtown Driving |
| | 16. Expressways/Tunnel Driving |
| | 17. Bridges/Overpasses |

Driving Practice—Downtown/Expressway and **skills** at the discretion of the Instructor

Expectations for next day, assign first driver for the next day.

End of Day

Instructor: Complete the daily evaluation and prepare for the next day.

New Bus Operator Candidate Training Program Outline
Daily Schedule: Non-Passenger Bus Training

Week 4, Day 3, Road Training—Assigned Divisions

CDL Permit Holders

CDL License Holders

<p>6:00-8:30</p> <ul style="list-style-type: none"> • Summary and questions from yesterday and going forward Group Summary of important elements of the Pre-Trip Process • Key Topics/Points for today (Instructor discretion) • Candidate CDL Pre-Trip Practice • Demonstrate the CDL Pre-Trip (Photo Guide) • Cover ABC (Air Brake Check) Test, Candidate practice 	<p>6:00-8:30</p> <ul style="list-style-type: none"> • Summary and questions from yesterday and going forward Group • Summary of important elements of the Pre-Trip Process (Photo Guide) • Key Topics/Points for today (Instructor discretion) • Farebox Procedures • Clever Device Procedures • Radio Procedures • Schedules
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8:30-2:30—All Candidates

Review Non-Driving Duties and Skills from Yesterday

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Pre-Trip Inspection 2. Seat Adjustment 3. Steering Wheel Adjustment 4. Mirror Adjustment/Pivot Point 5. Door Operation 6. Emergency Equipment | <ol style="list-style-type: none"> 1. Starting 2. Stopping/Braking 3. Straight Line Driving 4. Observations 5. Steering Control 6. Intersection Operation 7. Changing Lanes 8. Closing Off 9. Clearances 10. Right and Left Turns 11. Pivot Point 12. Service Stops 13. School Bus Zones 14. RR Crossings 15. Downtown Driving 16. Expressways/Tunnel Driving 17. Bridges/Overpasses |
|---|---|

Driving Practice—Downtown/Expressway and **skills** at the discretion of the Instructor

Expectations for next day, assign first driver for the next day.

End of Day

Instructor: **Reserve articulator bus**, complete the daily evaluation, and prepare for the next day.

New Bus Operator Candidate Training Program Outline

Daily Schedule: Non-Passenger Bus Training

Week 4, Day 4, Road Training—Assigned Divisions

CDL Permit Holders

CDL License Holders

<p>6:00-8:30</p> <ul style="list-style-type: none"> • Summary and questions from yesterday and going forward Group Summary of important elements of the Pre-Trip Process • Key Topics/Points for today (Instructor discretion) • Candidate CDL Pre-Trip Practice • Demonstrate the CDL Pre-Trip (Photo Guide) • Cover ABC (Air Brake Check) Test, Candidate practice 	<p>6:00-8:30</p> <ul style="list-style-type: none"> • Summary and questions from yesterday and going forward Group • Summary of important elements of the Pre-Trip Process (Photo Guide) • Key Topics/Points for today (Instructor discretion) • Farebox Procedures • Clever Device Procedures • Radio Procedures • Schedules
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8:30-2:30—All Candidates

Review Non-Driving Duties and Skills from Yesterday

- | | |
|----------------------------------|--------------------------------|
| 1. Pre-Trip Inspection | 1. Starting |
| 2. Seat Adjustment | 2. Stopping/Braking |
| 3. Steering Wheel Adjustment | 3. Straight Line Driving |
| 4. Mirror Adjustment/Pivot Point | 4. Observations |
| 5. Door Operation | 5. Steering Control |
| 6. Emergency Equipment | 6. Intersection Operation |
| | 7. Changing Lanes |
| | 8. Closing Off |
| | 9. Clearances |
| | 10. Right and Left Turns |
| | 11. Pivot Point |
| | 12. Service Stops |
| | 13. School Bus Zones |
| | 14. RR Crossings |
| | 15. Downtown Driving |
| | 16. Expressways/Tunnel Driving |
| | 17. Bridges/Overpasses |

Driving Practice—Articulator Bus and **skills** at the discretion of the Instructor

Expectations for next day, assign first driver for the next day.

End of Day

Instructor: **Reserve articulator bus**, complete the daily evaluation, and prepare for the next day.

New Bus Operator Candidate Training Program Outline

Daily Schedule: Non-Passenger Bus Training

Week 4, Day 5, Road Training—Assigned Divisions

CDL Permit Holders

CDL License Holders

6:00-8:30	6:00-8:30
<ul style="list-style-type: none">• Summary and questions from yesterday and going forward Group Summary of important elements of the Pre-Trip Process• Key Topics/Points for today (Instructor discretion)• Candidate CDL Pre-Trip Practice• Demonstrate the CDL Pre-Trip (Photo Guide)• Cover ABC (Air Brake Check) Test, Candidate practice	<ul style="list-style-type: none">• Summary and questions from yesterday and going forward Group• Summary of important elements of the Pre-Trip Process (Photo Guide)• Key Topics/Points for today (Instructor discretion)• Farebox Procedures• Clever Device Procedures• Radio Procedures• Schedules

8:30-2:30—All Candidates

Review Non-Driving Duties and Skills from Yesterday

- | | |
|----------------------------------|--------------------------------|
| 1. Pre-Trip Inspection | 1. Starting |
| 2. Seat Adjustment | 2. Stopping/Braking |
| 3. Steering Wheel Adjustment | 3. Straight Line Driving |
| 4. Mirror Adjustment/Pivot Point | 4. Observations |
| 5. Door Operation | 5. Steering Control |
| 6. Emergency Equipment | 6. Intersection Operation |
| | 7. Changing Lanes |
| | 8. Closing Off |
| | 9. Clearances |
| | 10. Right and Left Turns |
| | 11. Pivot Point |
| | 12. Service Stops |
| | 13. School Bus Zones |
| | 14. RR Crossings |
| | 15. Downtown Driving |
| | 16. Expressways/Tunnel Driving |
| | 17. Bridges/Overpasses |

Driving Practice—Articulator Bus and skills at the discretion of the Instructor

Expectations for next day, assign first driver for the next day.

End of Week 2

Instructor: Complete 5-Day Candidate Evaluation Form, prepare for the next day.

New Bus Operator Candidate Training Program Outline

Daily Schedule: Non-Passenger Bus Training and

CDL Test (where appropriate)

Week 5, Days 1-5, Road Training—Assigned Divisions

CDL Permit Holders

CDL License Holders

<p>6:00-8:30—Days 1-5</p> <ul style="list-style-type: none"> • Questions and summary from yesterday and going forward • Group Summary of important elements of the Pre-Trip Process • Key Topics/Points for today (Instructor discretion) • Candidate CDL Pre-Trip Practice • Demonstrate the CDL Pre-Trip (Photo Guide) • Cover ABC (Air Brake Check) Test, Candidate practice • Instructor—Prepare for next day. <p>8:30-2:30—Days 1-3</p> <ul style="list-style-type: none"> • CDL Training • Pre-Trip at Instructor discretion • CDL Course (straight line driving, backing, left side parallel parking, offset parking) • Instructor—Prepare for next day. <p>8:30-2:30—Days 4-5</p> <ul style="list-style-type: none"> • CDL Test (only reschedule <i>once</i>, those who fail the first time) • Complete 5-Day Candidate Evaluation • Instructor—Prepare for next day 	<p>6:00-8:30—Days 1-5</p> <ul style="list-style-type: none"> • Questions and summary from yesterday and going forward • Group Summary of important elements of the Pre-Trip Process (Photo Guide) • Key Topics/Points for today (Instructor discretion) • Farebox Procedures • Clever Device Procedures • Radio Procedures • Schedules • Instructor—Prepare for next day. <p>8:30-2:30—Days 1-5</p> <ul style="list-style-type: none"> • Skills and Non-Driving Duties at the discretion of the Instructor • Passenger Service Training Simulation (using Candidates as passengers) • Complete 5-Day Candidate Evaluation • Instructor—Prepare for next day
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Expectations for next day, assign first driver for the next day.

End of Day

New Bus Operator Candidate Training Program Outline

Daily Schedule: Classroom/Passenger Service Training

Week 6, Days 1-5, Road Training—Assigned Divisions

CDL Permit Holders

CDL License Holders

<p>6:00-2:30—Days 1-2</p> <ul style="list-style-type: none"> • CDL Re-Testing if needed for the second (final) attempt • Topics at Instructor discretion • Daily Candidate Evaluation (if needed) • Instructor—Prepare for next day <p>6:00-2:30—Day 3-4</p> <ul style="list-style-type: none"> • Classroom/Demonstration • Farebox Procedures • Clever Device Procedures • Radio Procedures • Schedules • Securing Wheelchairs • Topics at discretion of Instructor • Instructor—Prepare for next day <p>6:00-2:30—Day 5 Passenger Service Training</p> <ul style="list-style-type: none"> • Introduction to Passenger Service Training • Role play in wheelchair, securing wheelchair, etc. • Front and rear door passenger operation • Emphasize pulling in and out of stops • ADA Announcements /Clever Device Annunciation • Complete 5-Day Candidate Evaluation • Instructor—Prepare for next week 	<p>6:00-2:30—Days 1-2</p> <ul style="list-style-type: none"> • Skills and Non-Driving Duties at the discretion of the Instructor • Passenger Service Training (at the discretion of the Instructor) • Daily Candidate Evaluation • Instructor—Prepare for next day <p>6:00-2:30—Days 3-4</p> <ul style="list-style-type: none"> • Classroom/Demonstration • Farebox Procedures • Clever Device Procedures • Radio Procedures • Schedules • Securing Wheelchairs • Topics at discretion of Instructor • Instructor—Prepare for next day <p>6:00-2:30—Day 5 Passenger Service Training</p> <ul style="list-style-type: none"> • Passenger Service Training (at the discretion of the Instructor) • Role play in wheelchair, securing wheelchair, etc. • Front and rear door passenger operation • Emphasize pulling in and out of stops • ADA Announcements /Clever Device Annunciation • Complete 5-Day Candidate Evaluation • Instructor—Prepare for next week
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Expectations for next day, assign first driver for the next day.

End of Day

New Bus Operator Candidate Training Program Outline

Daily Schedule: Passenger Service Training—All Candidates

Week 7, Days 1-5, Road Training

6:00-2:30—Days 1-5

Passenger Service Training with the Union/Management Instructor—140 Block

Emphasis is on:

Service Stops

- ✓ Approaching stops at correct speed
- ✓ Proper timing of opening of doors
- ✓ Stopping 6-12" from the curb
- ✓ Not stopping in unsafe places
- ✓ Properly positing the bus at the bus stops
- ✓ Checking the right side for customers before moving
- ✓ Monitoring the rear overhang
- ✓ Watching doors as they open and close

Customer Service, ADA and Fares

- ✓ Properly greeting customers
- ✓ Being courteous to customers
- ✓ Properly responding to customer needs or inquires
- ✓ Knowing the fare structure
- ✓ Accurately recording fares
- ✓ Properly making ADA announcements
- ✓ Properly boarding customers with wheelchairs
- ✓ Properly operating lift/ramp/securement devices

Instructor: Complete **5-Day Candidate Evaluation Form**, prepare for the next week.

Daily Schedule: Passenger Service Training—All Candidates

Week 8 Days 1-5, Road Training

Report Times Will Vary—Days 1-5

Passenger Service Training with Union Instructors on their Service Runs

Emphasis is on:

Service Stops

- ✓ Approaching stops at correct speed
- ✓ Proper timing of opening of doors
- ✓ Stopping 6-12" from the curb
- ✓ Not stopping in unsafe places
- ✓ Properly positing the bus at the bus stops
- ✓ Checking the right side for customers before moving
- ✓ Monitoring the rear overhang
- ✓ Watching doors as they open and close

Customer Service, ADA and Fares

- ✓ Properly greeting customers
- ✓ Being courteous to customers
- ✓ Properly responding to customer needs or inquires
- ✓ Knowing the fare structure
- ✓ Accurately recording fares
- ✓ Properly making ADA announcements
- ✓ Properly boarding customers with wheelchairs
- ✓ Properly operating lift/ramp/securement devices

Management Instructor: Complete **Final Candidate Evaluation Form**, prepare for next week.

New Bus Operator Candidate Training Program Outline

**Daily Schedule: Final Exam, Line Training, Graduation Ceremony
Miscellaneous, & Wrap Up**

All Candidates

Weeks 9-12

- ✚ **Week 9** Final Exam/Uniform Pick Up & Line Training
- ✚ **Week 10** Line Training Continues/Graduation Ceremony
- ✚ **Week 11** Line Training/Newly Qualified Bus Operators will report to assigned Division
- ✚ **Week 12** if needed Line Training (Bush Division) Newly Qualified Bus Operators will report to assigned Division

**TRAINING IS NOT JUST AN EVENT TRAINING IS A
PROCESS THAT WILL NEVER HAVE A FINISH LINE.**

**AMERICAN WITH DISABILITIES
[ADA]
TRAINING ACKNOWLEDGEMENT**

NAME: Elonore Spure BADGE: 2080/3084
DIVISION: Eastern DATE: 2/21/07

The following information has been covered during this portion of my training as a Bus Operator:

- ✓ Viewed the video titled “**The 10 Commandments of Communicating with People with Disabilities.**”
- ✓ What the American with Disabilities Act [ADA] is and when it was enacted
- ✓ Passenger Relations and the disabled customer
- ✓ I have received a copy of the Federal Transportation Administration, DOT Regulations, and Subpart G-Provision of Service.
- a Specifically **Section 37.167-Other service requirements b.1.** Which states “The entity shall announce at least at transfer points, and intervals along a route sufficient to permit individuals with visual impairments of other disabilities to be oriented to their location”. **b.2.** Which states “The entity shall announce any stop on request of an individuals with a disability.”

My signature below attests I have attended this portion of the Bus Operator Americans With Disabilities Training Program and I have a good understanding of the topic(s) listed above.

[Signature] 2/21/07
Name Date

[Signature] 2-21-07
Instructor's Name Date



DRIVING WHILE DISTRACTED

NAME: Ebonee Spence
DIVISION: Eastern

BADGE: 2080/3084
DATE: 2/21/07

Safety is a number one priority at the MTA. With your cooperation and continued awareness you can become a better Operator to ensure both your safety and that of others. **Being distracted while driving takes your eyes and concentration off the road.** The following information has been covered during this portion of my training as a Bus Operator.

Viewed and discussed the video presentation on DRIVING WHILE DISTRACTED.

- ✓ Dangers of using a cell phone while driving.
- ✓ Dangers of eating and drinking while driving.
- ✓ Dangers of reading a map or other material while driving.
- ✓ Dangers of adjusting controls on equipment while driving.
- ✓ Dangers of putting on makeup while driving.
- ✓ Dangers of attending to children or pets while driving.
- ✓ Dangers of daydreaming while driving.
- ✓ Dangers of working on a laptop while driving.
- ✓ Dangers of getting carried away with singing while driving.

My signature below attests that the items contained in this acknowledgement have been reviewed with me and I have a good understanding of the material listed in this document.

Ebonee Spence
Operator's Signature

2/21/07
Date

[Signature]
Instructor's Signature/Witness

2-21-07
Date

MUTUAL RESPECT

TRAINING ACKNOWLEDGEMENT

NAME: Ebonee Spence BADGE: 2080/3084
DIVISION: Eastern DATE: 2/21/07

The following information has been covered during this portion of my training as a bus operator:

- ✓ Reviewed and received MTA's Mutual Respect Policy [1992]
- ✓ Viewed video titled "In This Together" covering the following topics:
 - a) Moods, personal issues and attitudes
 - b) Gossip, privacy and nosy co-workers
 - c) Promises and broken promises
 - d) Pictures, jokes and language
 - e) Sexual attraction and sexual harassment
 - f) Tolerance and differences
 - g) Courtesy and small kindness
 - h) Harassment complaints and policies
- ✓ Received "In This Together" employees handbook

My signature below attests that the items contained in this acknowledgement have been reviewed with me and I have a good understanding of the material listed in this document.

[Signature] 2/21/07
Bus Operator's Signature Date

[Signature] 2-21-07
Instructor's Signature/Witness Date

OPERATIONS TRAINING DEPARTMENTSAFETY
TRAINING ACKNOWLEDGEMENT

NAME: Ebonee Spence BADGE: 2624
 DIVISION: Eastern DATE: 6/28/06

Safety is every employee's responsibility; a hazardous condition must be reported to your Superintendent when an employee becomes aware of the condition. Employees must prevent contributing or causing a hazardous condition. The following information has been discussed during my rollover training:

SYSTEM SAFETY & HAZARDOUS IDENTIFICATION & PREVENTION - Refresher

- You must be in proper MTA uniform when on duty.
- Federal Regulation for Pre-Trip Inspections.
- No Eating or Drinking while operating your bus.
- Always use both hands when operating your bus.
- Avoid obstacles such as when entering & exiting the driver compartment of a coach.
- Never use a cellular phone when operating not in service or during revenue service.
- Do not attempt to change signs, logon the Amex machine or any other transaction while the bus is in motion.
- Do not curb your vehicle with the rear blocking the flow or traffic. Your vehicle must be within six (6) inches from the curb.
- Never adjust your mirrors while standing on the bumper of the bus.
- Allow yourself enough time to travel to the relief point. **Do not run!**
- Obey posted speed limits.
- Adjusting speed for inclement weather and road conditions.
- Federal Regulation for standee line.
- You must **STOP, LOOK, and LISTEN** at all railroad crossings. You must stop no more than 50 feet and no less than 15 feet from the crossing. **THIS IS A FEDERAL REGULATION!**
- Avoiding slip/trips and falls.
- Yard conditions (oil spills, potholes, and speed).
- You must use your seatbelt when operating the bus. **IT IS A MTA PROCEDURE AND A FEDERAL AND STATE LAW!**
- Cover your brake when approaching an Intersection.
- Avoid wearing excessive jewelry.
- Avoid wearing extremely long nails.
- Under no circumstance you are to bring your children to work.
- Bus Operators must conduct themselves in a professional manner at all times.

INCIDENT PREVENTION & REPORTING - Refresher

- Information covered under the Annotated Code of Maryland/Maryland Motor Vehicle Law, § 20-101 through § 20-113 of Title 20.
- Things to do in the event of an incident
- How to fill out an MTA incident report
- Personal injury reporting

EMERGENCY PROCEDURES – Refresher

- Six basic emergency and accident procedures for: fires, hold-ups, fights between passengers, accidents, and threats of violence and ill passengers.

FIRE EXTINGUISHERS – New

- What is fire?
- Classes of fires
- Fire prevention
- Evacuating a burning building
- Types of fire extinguishers
- How to select the proper fire extinguisher
- Using a fire extinguisher
- Inspecting a fire extinguisher and fire extinguisher inspection procedures

BLOODBORNE PATHOGENS - New

Fundamentals of bloodborne pathogens

- ✓ Importance of protecting against bloodborne pathogens
- ✓ Bloodborne transmission
- ✓ Awareness and the exposure control plan
- ✓ Highway and suburban driving
- ✓ Universal protection and body substance
- ✓ Isolation

Protection Against Bloodborne Pathogens

- ✓ Engineering and work practices controls
- ✓ Personal protective equipment [PPE] principles
- ✓ Bloodborne pathogens PPE
- ✓ First aid for bleeding
- ✓ Housekeeping

SYSTEM SECURITY AWARENESS FOR TRANSIT EMPLOYEES

- ✓ What is System Security?
- ✓ What is Your Role in Reducing Vulnerability?
- ✓ What do You Look For?
- ✓ What about Anthrax and Other Suspicious Substances?
- ✓ What is Your Top Priority?

My signature below attests that the items contained in this acknowledgement have been reviewed with me and I have a good understanding of the material listed in this document.


Bus Operator Candidate's Signature

6/28/06
Date


Instructor's Signature/Witness

6-28-06
Date

OPERATIONS TRAINING DEPARTMENT

TRAINING ACKNOWLEDGEMENT

NAME: Ebonee Spence BADGE: 2624
DIVISION: _____ DATE: 5/24/06

Your decision to become an Operator for the Maryland Transit Administration requires that you completely understand the requirements and responsibilities of the job. Your weeks of training will require hard work, regular attendance, your undivided attention with maximum effort, and full cooperation with your training instructor at all times.

As a Student Operator, all of your mental and physical energy must be concentrated on learning the job thoroughly; therefore, it is imperative that you read the following guidelines:

Failure to comply with any of the following will be grounds for delaying qualification as an Operator or possibly lead to your dismissal:

- A. You must report for training at the designated time and place.
- Normally, the hours for training are from 6:00 a.m. to 2:30 p.m.; however, this time may be changed, in which case the student is notified in advance.
 - All personal appointments [doctor's, etc.] must be taken care of after training hours.
- B. You must report for training neat, clean, and wearing the appropriate clothing [shirt/pants must be ironed] and shoes.
- The appropriate uniform for students is a black pant [no black jeans, baggy pants, spandex or Capri's are permitted], white shirt with collar, solid-colored socks/stockings and conventional dark shoes with no more than a 1" heel. High-heeled shoes, high-top shoes, open-toe shoes, sandals, sneakers and athletic shoes are not permitted. Upon qualification, you must report for duty in proper uniform and work shoes. Operators who fail to do so will be cited for uniform violation and subject to disciplinary action.



OFFICE OF OPERATIONS TRAINING

TRANSPORTATION • MAINTENANCE • CLIENT SERVICES

971

ENTERED

Bus Operator Efficiency Report

Name: Ebonee Baker Badge #: 1078 Date: 3/14/13

Division: Eastern Division Payroll #: 74815 Soundex #: [REDACTED]

Student Training Observations Refresher Training

New Operator Follow-Up Incident Follow-Up

Other: Efficiency Ride Check

Weather Conditions: Clear Instructor: Frank Long

Run No. 21101 Line No. 30 Time On: 8:35AM Location: Fayette/ Eutaw St.

Block No. 2477 Bus No. 5077 Time Off: 9:00AM Location: Eastern/Ponca St.

Operator's Efficiency Rating

- | | |
|--|---|
| <u>S</u> Appearance of operator | <u>S</u> Cycle wheelchair lift at 110 psi |
| <u>N/A</u> Pre-trip inspection before pull-out | <u>S</u> Ability to accelerate properly |
| <u>S</u> Execution of service stops | <u>S</u> Front door operation |
| <u>S</u> Center doors | <u>S</u> Observations |
| <u>S</u> Operation in congested areas | <u>S</u> Judgement speed |
| <u>S</u> Judgement of distance | <u>S</u> Judgement of clearance |
| <u>S</u> Operation on turns | <u>N/A</u> Reaction to emergency situations |
| <u>S</u> Use of warning signals | <u>S</u> Use of turn signals |
| <u>S</u> Recognition of accident hazards | <u>S</u> Distribution of attention in traffic |
| <u>S</u> Judgement of following and passing | <u>S</u> Operation in bad weather conditions |
| <u>S</u> Operation of intersections | <u>S</u> Fare transactions |
| <u>S</u> Public relations | <u>S</u> Giving information-announcements |
| <u>U</u> Calls out stops & transfer points | <u>U</u> Post-trip inspection |

Overall Efficiency Rating: Satisfactory

Performance Ratings: S-Satisfactory M-Marginal U-Unsatisfactory
N/A- Not Applicable

MTA  **OFFICE OF OPERATIONS**
Maryland | **TRAINING**
TRANSPORTATION • MAINTENANCE • CLIENT SERVICES

Comments made to operator:

Efficiency Ride Check for operator Ebonee Baker, badge # 1078 of Eastern Division was conducted and completed 3/14/13. Operator Baker was instructed to include ADA Announcements in her operating procedures, get the big picture when pulling out of bus stops, and too always remember the 5 Keys to Defensive Driving.

Instructor's Comments:

It is recommended that operator Baker be allowed to continue her career as a professional bus operator at the MTA.

The information contained in the Efficiency Report has been discussed with me and I understand all of the information.

Operator's Signature


Instructor's Signature

OPERATIONS TRAINING DEPARTMENT

**DEFENSIVE DRIVING
SMART DRIVING + PROGRAM**

TRAINING ACKNOWLEDGEMENT


NAME: Ebonee Spence BADGE: 2624
DIVISION: _____ DATE: 5/25/06

The following information has been covered during this portion of my training as a bus operator:

- ✓ **Defensive Driving Training – “Smart Driving +”**
 - a) **The Bus** – Pre-trip inspection; air brake inspections; driving your route; adjusting the driver seat; and mirrors
 - b) **The Operator** – Physical conditions; drug and alcohol testing; mental and emotional effects; and defensive driver characteristics
 - c) **Basic Defensive Driving** – Basic maneuvers; intersections; turns; passing and changing lanes; expressway travel; service stops; customer accidents; special-needs customers; and special situations.
 - d) **Advanced Defensive Driving Techniques** – Visual techniques; defensive actions; and driving conditions
 - e) **Common Accidents** - presentation

My signature below attests that the items contained in this acknowledgement have been reviewed with me and I have a good understanding of the material listed in this document.

 5/25/06
Bus Operator Candidate's Signature Date

 5-25-06
Instructor's Signature/Witness Date