



**Motor Carrier Attachment 6:
AAAffordable Carrier Policy Records**

Baltimore, MD; 11/1/2016

HWY17MH007

(5 pages)

AA Affordable Transportation, LLC

PROGRESSIVE DISCIPLINE POLICY

POLICY:

The purpose of this policy is to state the position of AA Affordable Transportation, LLC on administering equitable and consistent discipline for unsatisfactory conduct on the jobsite. This policy ensures fair treatment of all employees in making certain that disciplinary actions are prompt, uniform and impartial. The primary purpose of any disciplinary plan is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any one of the following steps: verbal reprimand, written reprimand, or discharge, depending on the severity of the problem and the number of occurrences.

Safety/Disciplinary Action:

	FIRST	SECOND	THIRD
<u>Failure to report the use of prescription drugs</u>	Discharge	Verbal Reprimand	Written Reprimand
<u>Disregard for safety rules</u>	Written Reprimand	Discharge	
<u>Failure to report an injury or accident</u>	Written Reprimand	Discharge	
<u>Failure to observe traffic and parking rules on company property</u>	Verbal Reprimand	Written Reprimand	Discharge
<u>Horseplay</u>	Verbal Reprimand	Written Reprimand	Discharge
<u>Failing to wear personal protective equipment (eye protection, hard hats, ear plugs, etc.)</u>	Verbal Reprimand	Written Reprimand	Discharge
<u>Failure to wear seat belt while operating company vehicles</u>	Verbal Reprimand	Written Reprimand	Discharge
<u>Failure to comply with company 100% fall protection policy</u>	Discharge		
<u>Violation of confined space entry procedures</u>	Discharge		
<u>Violation of lockout/tagout procedures</u>	Discharge		
<u>Violation of Excavation procedures</u>	Discharge		
<u>Smoking in unauthorized areas</u>	Discharge		
<u>Possession, being under the influence of or using drugs or alcohol on company property. (Parking areas are considered company property.)</u>	Discharge		
<u>Working without proper authorization</u>	Discharge		

****EMPLOYEES DISCHARGED FOR SAFETY VIOLATIONS WILL NOT BE ELIGIBLE FOR RE-EMPLOYMENT ON ANY COMPANY NAME PROJECT FOR TWELVE (12) MONTHS. IF A SECOND SAFETY VIOLATION OCCURS, THE EMPLOYEE CAN NEVER RETURN TO COMPANY NAME.**

SERIOUS INCIDENTS	FIRST	SECOND	THIRD
<u>Unauthorized use of equipment, tools or machinery</u>	Written Reprimand	Discharge	
<u>Insubordination</u>	Written Reprimand	Discharge	
<u>Threatening or intimidating other employees or supervisors</u>	Written Reprimand	Discharge	



AAAFordable Transportation, LLC

46 S. Franklinton Road
Baltimore, MD 21223

Bus Safety

Safety starts with pretripping and posttripping your bus this includes your fuel sheets and turn in your sheets daily.

Int. _____

If you see or smell anything, you must notify dispatch, pull the bus over at the nearest safe location, and check your gauges.

If necessary evacuate the passengers and get your fire extinguisher.

Int. _____

You must always do your pretrip inspection, and pay attention to your gauges if it is heading towards 200 on the gauges pull over if and call dispatch, on the 2014 and newer bus you have DEF gauges that are posted on the top of your bus if you see a symbol please look on the ceiling it will tell you what to do.

Int. _____

If you do not have a working cellphone let us know we will give you a 2 way phone you must turn it in every afternoon no excuses don't leave it on the bus forget or nothing if you have a flat tire, pull over, contact dispatch and give us accurate information as to your whereabouts.

Int. _____

Smoking in or around a bus is not acceptable and against the law

I acknowledge that I have received I have received a copy of the AAAfordable bus smoking/safety policy, of the 2015 policy. I agree to read them thoroughly, and agree that if there is any policy I do not understand, I will seek clarity from Human Resources. And any infraction will cost you \$250.00.

INT. _____

Parking is at your own risk

Int. _____

Employee Signature:

Employee Name:

Date:

I

Phone: (410) 945-9002

Toll Free (877) 945-9001

Fax (410) 945-9013

Email: aaaaffordable@yahoo.com

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Training Policy

Training for AAASordable Transportation bus staff must complete Code of Maryland (COMAR) for On the Road, Pre-service and In-service training.

- On- the road instruction with a driving trainer can be up to (15) hours. The exception to this is where a trainee currently holds a Type A or Type B License. Such an individual will be required to take a total of (9) hours of on the road instruction.
- Drivers are required to receive 24 hrs of pre-service training to become certified with any of our servicing school districts. Actually certification class will be conducted by Training Staff of the servicing School District.
- Drivers are required to receive 6 hrs of in-service training to maintain certification with the servicing school district. The Training will be provided by a certified training from the service school district. (this training will include behind the wheel evaluations).
- Bus Aides are required to receive 8 hrs of pre-service training to become certified with any of our servicing school districts. Actually certification class will be conducted by Training Staff of the servicing School District.
- Bus Aides are required to receive 4 hours of in-service training to maintain certification status.
- Additional knowledge and skills training will be performed periodically during a scheduled safety meeting.
- The Maryland State Department of Education requires that drivers and aides to receive an evaluation at least once every 24 months.
- Drivers **MUST** pass an annual US DOT school bus examination. A driver is required to inform his/her supervisor immediately of any conditions that may impair his/her ability to drive a school bus safely.



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Safety Meeting Minutes

- Bus drivers must know that 200psi for their bus is too hot for their bus. They should immediately shut down the bus and let it cool. Make sure they notify management and dispatcher of situation.
- Report all leaks, lights, and flat tires for pre and post trip. Also, filling out Driver School Bus Inspection Book.
- Follow your route to every house, do not detour away from a house because a parent has said a child is not going. Wait your allotted time at each house.
- Do not sign in for the week at your school. You must sign in each day you arrive there and the time. Do Not Be LATE!
- Keep your insurance cards with you at all times and registration. Must call the police if there are children on the bus in case of an accident.
- Aides must guide their drivers in and out of the yard to yield oncoming traffic.
- Bus Aides and Charter drivers are responsible for cleaning and sweeping the bus.
- Mileage count must be recorded before each trip and once the bus has returned back to the yard.

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