



Human Performance Attachment –Greyhound's Prepared for Work Policy

Highland, IL

HWY23MH015

(2 pages)

SUBJECT: **DRIVERS - PREPARED FOR WORK**

SCOPE: This policy applies to all drivers for Greyhound Lines, Inc.

POLICY: It is the policy of this company that all drivers are professionals who come to work prepared to provide a full measure of customer service.

PROCEDURE: The Company is committed to the safety of its passengers and employees. All drivers must arrive at work on time and properly rested. All work shall be performed within Greyhound guidelines; therefore, regular drivers' commute time plus the "on-duty" time of the run may not exceed 16 hours. (Any exceptions to this guideline must be approved by local management in conjunction with the safety department).

All drivers must arrive at work on time and properly rested.

Example #1: A regular driver lives in Houston, TX and commutes to Dallas, TX (4.5 hours). He has a tour of 10 hours on-duty plus the commute time of 4.5 hours for a total of 14.5 hours. This driver will be permitted to drive.

Example #2: A regular driver lives in Houston, TX and commutes to Dallas, TX, (4.5 hours). His tour is 12.5 hours on-duty plus the commute time of 4.5 hours for a total of 17 hours. This driver will **not** be permitted to drive.

A Regular Driver's commute time plus the on-duty not driving/driving time of the run must be 16 hours or less. If a regular driver's commute time plus the on-duty not driving/driving time is greater than 16 hours he will **not** be permitted to bid the run. Commute time is defined as the time from when a driver leaves home until his/her report-to-work time.

Extra Board Drivers must live close enough to their home terminal so they can report to work within 2 hours of a call.

Drivers are reminded that they are to be licensed in the State where they have true, fixed, and permanent homes and principal residences, and to which they have the intention of returning after an absence involving an assignment.

Grooming and uniforms must be in accordance with company policy. DOT Logs, DOT medical card, and Commercial Driver's License must be valid and current. Drivers' cell phones must be turned "on" and fully charged. The cell phone can never be used while operating bus.