



Southeastern Pennsylvania Transportation Authority

**RAIL OPERATIONS
DIVISION**

AUTHORITY STANDARD RULES

2nd Edition

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**For The Government Of SEPTA Employees
Performing Transportation, Maintenance,
Construction and Dispatching
Related Services**

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Introduction

These Authority Standard Rules govern all SEPTA employees. They were developed to enhance consistency and the efficiency of SEPTA's operations.

Regardless of the nature of any individual item, all policies, rules, special instructions and procedures contained therein are referred to as "rules" for convenience and clarity, only, as well as the use of the male gender throughout. All rules apply equally to male and female personnel.

Compliance with rules is mandatory. Failure to comply as required may result in disciplinary action up to and including discharge.

Employees whose duties are affected by these rules must obtain a copy and, unless otherwise excepted, carry it with them while performing duty.

Where more than one rule covers the same issue, the more restrictive rule applies.

When there is uncertainty or questions about the proper application of interpretation of any rule employees must consult with a supervisor or other proper authority.

Authority Standard Rules

General Information

The following standard rules of conduct are intended to prescribe the expected conduct of all Authority employees, and equally affects each and every individual employee of the Authority.

The standard rules of conduct presented here are intentionally broad-based for the purpose of relating to employees the ethical and moral principles by which the Authority conducts its business. These rules are subject to further interpretation by responsible management personnel, and assessment of alleged violations of any of these rules will be at the discretion of the Authority.

In certain situations, an Authority Standard Rule covers the same topic or procedure as another rule or special instruction. Most often, the rules compliment one another rather than contradict. However, if one is more restrictive than the other, the more restrictive rule will apply.

ASR-1. Safety Requirement

Safety is the first priority in the performance of duty. In case of doubt, the safe course must be taken.

Employees shall not permit unnecessary conversation, reading, lounging, or any action or condition of mind to divert their attention from the safe and efficient performance of duty.

Employees must give full cooperation to individuals performing safety-related functions on behalf of the Authority, its unions, or outside agencies.

ASR-2. Acceptance of Employment With the Authority

A. Responsibility for Compliance

Employment with the Authority binds the employee to comply with all rules, regulations, orders, notices and/or bulletins. Ignorance of them will not be accepted as an excuse for negligence or omission of duty. Violations will result in the imposition of discipline, in some instances up to and including discharge.

All employees whose duties are prescribed by these rules shall be furnished with a copy of them.

1. Employees are required to be familiar with the rules, special instructions, notices, general

orders, and bulletin orders governing all positions for which they have been qualified.

2. Employees must check for new Bulletin Orders and Notices applicable to their duties, and become familiar with their contents.
3. Employees must immediately contact supervisory personnel for interpretation, information and/or instruction if in doubt about the exact meaning of any rule, special instruction, bulletin order, notice or other directive.
4. Employees must promptly report any violation of any of the rules, special instructions, notices, general orders, and bulletin orders to supervisory personnel.
5. Employees must refrain from engaging in any outside business, occupation, or activity that in any way affects the performance of duty for the Authority.

By accepting full time employment with the Authority, each employee agrees to refrain from accepting alternate employment in any capacity that will adversely affect his availability to perform required service for the Authority.

B. Responsibility to Have and Maintain Valid State Driver's License

As a condition of employment, each employee responsible for operating Authority motor vehicles, and/or equipment requiring a license, must have the valid state approved driver's license for the class of vehicle being operated in his immediate possession at all times. Failure to have the required classification of driver's license will result in the employee being disqualified from service.

Any employee who fails to maintain the required, valid driver's license or who's driving privilege has been suspended must immediately report the fact to his supervisor.

Employees found to be operating an Authority motor vehicle, on or off Authority property, without a valid state approved driver's license will be subject to discharge.

C. Equipment Qualification

Employees must be qualified on the type of equipment they are required to operate.

ASR-3. Knowledge of Rules and Special Instructions / Qualification

A. General

All employees whose duties are affected by Authority rules and special instructions must be familiar with them and comply with their requirements. Ignorance of the rules will not be accepted as an excuse for noncompliance with rules or neglect of duty. If, at any time, there is doubt as to the meaning or intent of a specific rule or special instruction, employees must consult with the proper authority for clarification.

The safe course must be followed when communication and supervision is unavailable.

B. Authority Discipline

Failure to comply with the rules, practices, procedures, policies, or other directives that affect the employee's duties may result in disciplinary action, up to and including discharge as outlined in the applicable labor agreement or in the Authority policy manual.

ASR-4. Fitness for Duty

A. Employee Injuries/Sickness

Employees must not perform any service while affected by any condition that could impair their ability to perform their duties properly. Such conditions include fatigue, use and effect of over-the-counter medications, personal situations that impact alertness or one's ability to concentrate, etc. Employees must notify the Authority Medical Department of any condition not already on record that could impair their ability to perform their duties.

Any employee who sustains an injury while on duty must immediately obtain first aid or medical attention (if necessary), and must, before going off duty, report the incident to their immediate supervisor regardless of the extent of the injury. Employees will be governed by the instructions of that supervisor and by the current Authority instructions regarding the reporting and recording of injuries. No employee will absent himself from duty under the assumption that they will be compensated for lost time.

Final determination as to the seriousness of the injury rests with the Medical Department.

Notice of sickness must be given by the employee to his supervisor prior to the reporting time of one's shift on the first day of one's intended absence due to sickness. In addition, verification of physical condition may be required and verified by an Authority representative.

Physical ailments, including but not limited to, diabetes, heart condition, epilepsy, loss of hearing, sleep disorders or eyesight, etc., which may affect an employee's ability to perform their duties or which may endanger themselves or others must be reported by an employee to the Authority's Medical Department as soon as such ailment is known to exist.

A medical certificate stating the nature of the sickness and certifying that the employee is fit for duty must be produced, if required by the employee's supervisor, before the employee may return to work. The certificate may be obtained from a family physician or from the Authority's Medical Department. The Authority may, at its discretion, conduct a medical examination of the employee following a sick report. The opinion of the Authority's Medical Department shall be final as to the fitness of an employee to return to work.

Feigning illness or injury is prohibited. (Dischargeable)

B. Policies on Drugs and Alcohol

Accepting employment with the Authority is regarded as the employee's willingness to obey the policies in effect on Authority property with respect to drug and alcohol use, possession, and testing, and to be subject to the requirements of those policies. This includes any and all federal or state regulations which may be currently in effect, and which may modify or supersede the Authority's own policy provisions.

In accordance with SEPTA's Drug and Alcohol Policies, SEPTA prohibits the following activities while employees are on duty, subject to duty, pre-duty, on SEPTA property or in SEPTA vehicles, or when involved with SEPTA business while not on SEPTA property:

1. The unlawful manufacture, distribution, dispensing, sale, possession, use or measurable

presence in the body of drugs or any other unauthorized controlled substance which include but are not limited to over-the-counter patient medications and medication prescribed for others.

2. The unauthorized distribution, sale, possession, use or measurable presence in the body of alcohol in any form, including beverages, foods, medications or other products.
3. The dispensing, sale, manufacture, possession or use of any illicit substance and/or intoxicates. Employees in a safety sensitive position who intend to work while taking a prescribed medication that is a controlled or potentially sedating substance must submit a completed and signed "Prescriber's Report and Recommendation Form". This form shall contain the names of the medication(s), dosages and duration of treatment as well as a statement documenting the Prescriber's recommendation of the medication(s) in view of the safety sensitive nature of the employee's work.

Further information on SEPTA's alcohol and drug use policies is posted on Authority bulletin boards and is available from SEPTA's Medical Department as well as in the Drug Free Workplace handbook.

C. Medical Examinations

Employees who are required to pass a regular or a special medical examination are responsible for reporting to the Medical Department at the assigned date and time.

D. Accident/Injury Prone Employees

Employees who experience an excessive number of injuries and/or accidents as compared to their peer workers may be classified as accident-prone.

Accident-prone employees will be thoroughly investigated including being referred to the Authority's Medical Department for examination and a determination. These employees will be handled on a case by case basis with the Authority rendering a decision as to disqualification from a particular job, and/or other appropriate action.

E. Corrective Lenses

Employees who require the use of corrective lenses are governed as follows:

1. They must wear such corrective lenses while performing their duties.
2. If reporting for examination at the Medical Department, they will be examined only while wearing the corrective lenses.

ASR-5. Reporting for Work

A. General

Employees must report for duty at the required time and at the required location, in accordance with schedules set up in the employees' particular departments and locations.

Employees must not absent themselves from duty, leave or fail to complete their assignment, or engage a substitute to perform their assigned duties without permission from the proper authority.

When reporting for duty, employees must be in possession of all tools, keys, equipment or other materials necessary for the completion of their assignment.

Employees must make certain when reporting that the report has been acknowledged. No employee shall leave his place of duty without being properly relieved, unless so directed by proper authority. Employees in doubt as to the identity of their relief must ask for proper identification.

Employees must not accept relief by a person who is unfit for duty. In such cases, the Train Dispatcher / Controller or other appropriate supervisor must be notified immediately.

Employees failing to report at the required time are considered a miss and are subject to alternative assignment. Regular employees failing to report prior to their scheduled finishing time and extra employees failing to report within eight hours of their required reporting time are considered absent without leave (AWOL).

All extra employees must check for their daily assignments.

B. Change of Address, Telephone Number or Name

Employees must report all changes in address, telephone number or name to their immediate supervisor prior to or on the day the change is made. Post Office boxes are not permitted as the sole address of an employee, but may be added for mailing purposes only.

Any failure of delivery or communication of Authority information because of inaccurate address, name or phone number shall be the responsibility of the employee.

C. Returning to Work After Extended Absence

Employees returning to work after extended absences of 181 calendar days or more will undergo a period of reinstruction depending on their length of absence. Employees must present their current Operations Manual, Bulletin Order(s), manuals, other required publications, and operating equipment for examination when reporting for reinstruction.

For employees who are required to attend recertification classes and/or maintain physical characteristics qualifications, if an extended absence causes any qualification to expire the individual must reestablish the necessary qualifications before performing duties requiring qualifications.

ASR-6. Standard Time, Standard Clocks, Correct Time

Standard time will apply to all Authority operations. Employees whose duties are affected by transportation schedules must have a reliable watch in their possession while on duty. Before starting their assignment, they must assure that their watch is set with the correct standard time in accordance with the Authority's operating time.

Eastern Standard Time will apply on Authority property except as follows: Daylight Saving Time will apply between 2:00 a.m. on the second Sunday in March and 2:00 a.m. on the first Sunday in November. Employees on duty during these periods must make certain standard clocks and watches are properly advanced or set back at those times. Employees not on duty must make certain standard clocks and watches are changed as soon as practical before assuming duty.

ASR-7. Personal Conduct

Employees are expected at all times to conduct themselves in a manner which does not jeopardize or otherwise disgrace the public image of the Authority. Any actions which are deemed to be insubordinate, uncivil, immoral, indecent, socially disapproved, or otherwise abusive to other employees, passengers or the general public will be considered as conduct unbecoming of an Authority employee, and may subject the offending employee to disciplinary action up to and including discharge and other civil penalties depending upon the severity of the offense.

Employees must give their name and account number to any other employee who identifies himself as a management employee of the Authority.

ASR-8. Personal Appearance

A. General

Employees required to wear a uniform must wear the prescribed uniform when reporting for duty, on duty and all other times while on Authority property and must remain in full uniform. Such employees must maintain a presentable uniform appearance at all times. Employees required to wear a name tag must properly display it on the left breast of their outermost garment.

Personal clothing cannot be worn in conjunction with the prescribed uniform, e.g. long sleeve shirt under short sleeve shirt, colored T-shirt underneath uniform shirt, etc. Shirtrails must be tucked into pants. When ties are worn, ties must be properly tied, top button of shirt buttoned and positioned up to collar/neck, fitted snugly. When no tie is worn, only the top button of shirt may be unbuttoned.

The prescribed style hat may be worn, but may not be worn backwards, rolled or on the side. Employees are required to present themselves in a neat and clean manner, and are expected to maintain personal hygiene. Employees are governed by the policies of their division pertaining to hair, facial hair, jewelry, and other such adornments or accessories which may not be permitted by the division's departmental standard rules, regulations, or policies.

Employees who are reporting for work will not be permitted to work unless they are in proper uniform. When off duty and occupying public areas, employees who elect to remain in uniform must be in the full uniform. Off-duty employees are not required to be in full uniform when located in designated quarters provided for their use.

Only those pin emblems and insignias that are specified in the current labor agreement are permitted to be worn with the regulation uniform.

Employees are prohibited from wearing any jewelry which detracts from the uniform appearance or in any way becomes a hazard to the safety of the employee.

B. Personal Protective Equipment

Employees must wear personal protective equipment specified by safety rule, regulation, contract, System Safety's Personal Protective Equipment Program or other requirement.

C. Sunglasses

1. Employees may wear sunglasses when exposed to direct rays of the sun.
2. Employees are prohibited from wearing sunglasses during the evening or at night, in the subways or tunnels, or when prevailing weather conditions make the use of sunglasses unsafe.
3. Employees are prohibited from wearing any eye wear that in any way alters a signal aspect or impairs the ability to locate or accurately identify a signal.

ASR-9. Prohibited Behavior/Activities

A. General

The following behaviors and/or activities are prohibited by all employees of the Authority. Each action is subject to disciplinary action, up to and including discharge.

1. Gambling in any form, playing cards or other games.
2. Fighting. (Dischargeable)
3. Participating in any illegal, immoral, or unauthorized activity.

4. Using boisterous, profane, or vulgar language or gestures towards others.
5. Threatening and/or assaulting any employee, non-employee or passenger. (Dischargeable)
6. When required to perform service, sleeping or assuming the attitude of sleep. (Dischargeable)
7. Reading any unauthorized materials while on duty, including having magazines, newspapers, and other literature not related to one's duties visible in the operating cab or windshield area of a train/vehicle or other on track equipment. Such personal items must be enclosed in the owner's personal luggage.
8. Solicitation of gratuities from patrons.
9. Collection of money for any purpose, including contributions, unless specifically authorized by management.
10. Carrying guns or any items that are classified as concealed weapons while on Authority property. (Dischargeable)
(Exception: Authority police officers and other law enforcement personnel who have been authorized to carry such weapons.)
(Note: Employees finding weapons on Authority property must immediately contact their immediate supervisor or dispatcher by the first available means of communication.)
(Dischargeable)
11. Stealing any item that has been provided by the Authority for the conduct of its business. (Dischargeable)
12. Soliciting or circulating petitions or unauthorized leaflets on Authority property, unless specifically authorized by management to do so.
13. Conducting meetings on Authority property (either of employees or non-employees) unless specifically authorized by the Authority.
14. Using Authority telephones to conduct private business or affairs, unless specifically authorized by immediate supervisor to do so.
(Note: Employees, when so authorized to use Authority telephones, are responsible to reimburse the Authority for any charges incurred according to the current payment policy for such activity.)
15. Committing any act or creating any condition that

- may be considered as unsanitary or unclean.
16. Committing any act of insubordination toward the proper authority, including, but not limited to:
 - a) refusal to work,
 - b) disobedience of rules or directive,
 - c) uncivil attitude,
 - d) provoking confrontation,
 - e) lying or cheating, will be considered insubordination.
 17. Refusal and/or failure to follow a direct order from any supervisor. (Dischargeable)
 18. The divulging of the Authority's affairs to persons other than those authorized to receive such information.
 19. Tampering with, supplying false information, (either written or verbal), or altering any Authority record, including but not limited to waybills and time records, whether computerized or in hard-copy form. (Dischargeable)
 20. Operating an Authority train/vehicle without logging-in to the vehicle fare box and / or communication system, when required.

B. Cell Phones and Other Electronic Devices

1. General Use of Electronic Devices

Having or using any electronic device, unless such device is Authority-provided or has been specifically authorized for use by the Authority, is prohibited.

Employees shall not use any electronic device if that use will interfere with any safety-related duty.

Employees operating trains/vehicles, or on ground fouling any track or performing other safety related duties, are prohibited from using a cell phone or other electronic devices. Employees operating revenue trains/vehicles, including crew members of trains, must have all personal electronic devices, including cell phones, turned off and stored out of sight.

The use and/or display of headphones, ear pieces, microphones or other such peripheral devices commonly associated with the use of electronic devices is prohibited unless such a device has been provided for the operation or has been specifically authorized for use by the Authority.

If there are any questions regarding the authorized use of a personal or Authority-supplied electronic device, employees should refrain from any use until the proper authority can be consulted.

2. Authorized Use of Personal Electronic Devices

Using a personal cellular telephone, personal pager, or other electronic device, unless such a device has been specifically authorized for use by the Authority, when required to perform service, is prohibited.

Personal cell phones may be used for Authority business purposes when:

- a. The train/vehicle's communication system fails. Under these circumstances, cell phone calls may only be made while the train/vehicle is safely stopped.
- b. Specifically authorized by proper authority within the Department or Division.

Personal cell phones may be used while off duty but still on SEPTA property. While on layover or recovery, calls may be made only when the employee is off the train/vehicle, not required to perform any service or duty, and the call does not create a delay to the start of the next trip.

C. Unauthorized Use of Authority Property, Name and Logo

Unauthorized use of the Authority's property, name and logo is prohibited (unless specifically authorized by management to do so). This includes, but is not limited to, the following:

1. Using the official name or logo (or any alternate name designation for the Authority) in any type of business or private venture.
2. Using official Authority bulletin boards (or other similar information areas) for posting literature of any kind, such as advertisements, circulars, or other information. No literature of any kind, circulars, advertisements, signs, posters etc. will be permitted either in the inside or the outside of the Authority's vehicles, stations, terminals, buildings or other structures owned or operated by the Authority without proper authorization.
3. Using or operating Authority trains/vehicles, tools, or equipment for purposes other than performance of duty.

4. Using or procuring Authority materials or supplies for their own personal gain.

D. Vandalism

Vandalism to Authority property and equipment is prohibited. (Dischargeable)

E. Misuse/Abuse of Authority Benefits/ Wages

The misuse or abuse of Authority benefits is prohibited. Employees are prohibited from accepting and cashing checks for benefits/wages to which they are not entitled.

Employees are required to record their own reporting time and finishing time in accordance with the established methods at their work location. Any discovery of overpayment or irregularity in pay, compensation, or benefits must be reported immediately to one's supervisor. (Dischargeable)

Employees are prohibited from recording, punching and/or stamping the time card of another employee and from tampering with and/or altering any time cards, time clocks, payroll cards or waybills. (Dischargeable)

F. Tampering

Employees are prohibited from altering, nullifying, or in any manner restricting or interfering with the normal intended function of any safety device or equipment on vehicles or other Authority property, except when specifically authorized to do so.

In the case of failure of any safety device, or where devices, equipment, or property has been found to have been tampered with, the proper authority must be notified immediately. (Dischargeable)

G. Unauthorized Persons

Unauthorized persons must not be permitted to enter Authority property or to occupy Authority trains/vehicles or equipment, including but not limited to, spouse, children, other family member, etc. Such persons do not include the following:

1. Passengers utilizing in-service vehicles or equipment for the purpose of obtaining public transportation, passengers occupying Authority public station property, or patrons or other businesspersons entering Authority public offices.

2. Persons presenting valid head end authorizations for that particular mode of transportation.
3. Persons presenting credentials of any regulatory agency or law enforcement agency who have business on Authority property.
4. Any persons who are accompanied by a properly identified Authority employee, who are working under a valid contract with the Authority.

Employees must immediately report to the proper authority any persons who are known to be or who are suspected of trespassing or engaging in subversive or other types of activities.

In the event the employee is not sure whether a person is authorized to be in that location, the employee should request identification and /or request that the individual clearly state their purpose and intent.

Employees must not permit anyone except an authorized employee to take over controls of an Authority train/ vehicle or equipment.

H. Smoking / The Use Of Tobacco

Smoking and the use of tobacco in any form is prohibited on Authority property, trains/vehicles, and equipment, except in designated locations.

Passengers, patrons, and other public persons must be requested to comply with the Authority policy. When requesting persons to refrain from smoking, employees must state that standard Authority policy prohibits public smoking when using the system's transportation trains/ vehicles or when occupying designated non-smoking areas on Authority property.

Employees must be as cordial as possible in making this request. Employees must avoid, to the best of their ability, any confrontation with another individual concerning the smoking regulation. If the employee fears at any time that a confrontation will result and the employee's safety may become jeopardized, the employee must not pursue the matter any further. If, in the judgment of the employee, it has become critical that this policy be absolutely enforced, the employee shall request a supervisor or an Authority police officer to render assistance.

I. Eating and Drinking on Authority Vehicles

Employees are permitted to consume food or drink only in designated areas on Authority property. Eating and drinking on Authority vehicles by employees is permitted only when authorized by the Division's policy or general rule, and only when it is not possible to use a designated area during an assigned lunch period.

J. Unauthorized Absence from Assigned Work Area

Employees are required to be present in one's assigned work area, work location, assigned vehicle, and/or authority property, while on duty. Unauthorized absences are prohibited.

ASR-10. Conduct Toward Public

A. General

Employees must treat customers in a polite, respectful, professional manner at all times. Employees must be continually aware that they are engaged in a public service. Employees must therefore dedicate themselves to serving the customers who patronize the Authority's transportation system.

Employees must project a positive image of themselves and of the Authority. In serving the public, employees must place safety and courtesy above all else, rendering assistance whenever practical, and maintaining a secure environment to the best of their ability. Employees must exercise patience and self-control when interacting with passengers and the general public.

Employees must take into consideration all influencing factors of human behavior when confronted with unruly persons, exercising full discretion if forced to protect themselves and Authority concerns.

Employees must always be courteous and be familiar with points of interest in Philadelphia and surrounding counties and be able to give customers directions to streets, parks, connecting lines, stations, public buildings, large stores, hospitals, theaters, airports, and similar institutions and points of interest.

Should a complaint be made because of the employee's enforcement of Authority rules or policies, employees must attempt to explain to the complainant the reason for

the action. Employees shall suggest to the patron that an appeal may be made directly to the Customer Services Division, giving the patron the telephone number, the run assignment or schedule number, and his employee account number if requested. When such information has been given to any patron, the employee must notify the immediate supervisor as soon as practical that this information has been passed to a patron, and must give a brief account of the incident.

B. Compliance With “ADA” Regulations

Employees must extend to all passengers with special needs the same public rights and privileges that they are required to extend to all persons using the system. Where the Authority has made accommodations and services available, employees must offer every assistance within their capability without causing injury or harm to themselves or to the customer.

ASR-11. Reporting Unusual Conditions

The following unusual conditions must be reported to the Train Dispatcher / Controller or other appropriate supervisor immediately by the quickest means of communication.

- a. Derailments,
- b. Collisions,
- c. Washouts,
- d. High water,
- e. Fires or potential fire hazards,
- f. Obstructions to tracks, road closures and detours,
- g. Broken rail,
- h. Dislocated wires or third rail,
- i. Potential accident hazards,
- j. Unattended or otherwise suspicious packages, or
- k. Any other unusual conditions that may interfere with a safe operation or the safety of persons.

ASR-12. Accidents/Incidents

A. General

Employees who become involved in or who witness an accident or incident or instances of disorderly conduct must report to the proper authority by the quickest available means of communication.

Employees are then governed by the specific instructions of their division concerning the proper procedure to be followed.

Any employee involved in or witnessing an accident involving SEPTA shall be cooperative in their dealings with police. Employees are required to give police their name, account number, train/vehicle identification, the address of Operations Division Headquarters (14th Floor, 1234 Market St., Phila. PA 19107) or their home address, the telephone number of their crew dispatcher/district dispatcher, and the names of all persons involved in the accident. The police may interview passengers who may have witnessed the accident. Employees shall not make any statement, verbal or written, about the accident to police or anyone other than a representative of SEPTA's System Safety, Claims or Legal Departments, or to the authorized representative of the employee's own department. Passengers must be advised as to cause and possible duration of the delay.

B. Accident Prevention Responsibilities

Employees are responsible for taking the following actions to prevent accidents:

1. Sound warning to employees, roadway workers, passengers, pedestrians, or trespassers who place themselves in the position of danger.
2. Make certain that no employees working on, under, or about the train/vehicle prior to moving the train/vehicle.
3. Make certain all persons boarding or leaving the train/vehicle are clear of the doors before the doors are closed.
4. Make certain all aisles and passageways of trains/vehicles are clear of baggage; ensure baggage is kept properly stored/stowed.
5. Make certain the train/vehicle is operated in a manner that minimizes risk to on-board passengers by avoiding rough train/vehicle handling.
6. Maintain a safe lookout for pedestrians and roadway workers when operating along the roadway and exercise every caution to avoid striking such persons.
7. Immediately notify the Control Center of any hazardous condition along the route or right-of-way.

ASR-13. Preparing and Submitting Reports

Employees are responsible for properly preparing and submitting reports, either hardcopy or computerized, that are required by the Authority, including but not limited to computerized work orders, inspection reports, waybills,

supervisor reports or any other official Authority record. When preparing any report, employees must ensure that the report is filled out accurately, completely, and legibly.

Falsifying any report or submitting false information of any kind is prohibited. (Dischargeable)

When submitting a report, the report must be submitted in person by the employee who has prepared the report, unless otherwise arranged for by supervision. When required, all reports being submitted by an employee must be checked by the designated supervisor prior to the employee going off duty.

ASR-14. Release of Information - Procedures for Employees

The release of authoritative, accurate, and non-speculative information is the responsibility of those persons within the Authority who have been delegated for that task by the General Manager. Employees must be aware of the following instructions with regards to Authority policy:

- a. All written news releases and most spoken statements are to be made by the Public Relations Department and only with the concurrence of senior management.
- b. All telephone inquiries from the news media must be referred to the Press Relations unit of the Public Relations Department.
- c. The Public Relations Department, in consultation with senior management, will determine who may be interviewed and who will arrange authorization to do so.
- d. At the site of an accident or incident, a certain degree of cooperation should be given to reporters as long as it does not interfere with emergency responsibilities. It is suggested that reporters should be referred to senior management or Public Relations if they are present, if not present, reporters will be given the phone number of our Public Relations Department and advised to contact them.
- e. Basic questions may be answered, such as routes, directions of travel, and approximate time of incident. Employees should not answer "No comment" to all questions, but rather should answer: "For comment, please contact Public Relations."

ASR-15. Proper Tools, Equipment, Materials and Publications

A. General

Employees must have all necessary tools, equipment and materials when reporting for duty, including keys, employee identification and required publications.

Employees working solely within the confines of a yard are not required to carry the required publications while performing duty, but must have a copy within easy access for reference and inspection when reporting for and while on duty.

B. SEPTA Employee Pass

Employees are required to have their SEPTA Employee Pass in their possession while on duty.

ASR-16. Responsibility for Authority Property and Funds

Any Authority property or funds that are loaned or assigned to an employee must be properly cared for and safeguarded. Property or funds must be surrendered to an Authority representative upon request. The employee is responsible for compensating the Authority for any property or funds which may be lost, stolen or damaged.

If theft of such Authority property or funds occurs, the employee must immediately notify designated supervisory personnel and be governed by their instructions as they pertain to reporting, fact-finding, or any other applicable action.

ASR-17. Employee Transportation Privileges

Employees of the Authority are extended the privilege of free transportation on designated modes of operation conducted by the Authority upon presentation of their SEPTA EMPLOYEE PASS. All employees are required to maintain their current pass for identification purposes. Employee passes must only be utilized by the person to whom it has been issued. Permitting other persons, either non- employees or other Authority employees, to use a personal pass is prohibited. (Dischargeable)

The loss or theft of a transportation pass must be reported immediately to the Personnel Department. Employees losing their personal pass are required to obtain another pass and must pay the current replacement fee.

Employees will be held strictly responsible for the proper use of their transportation pass in accordance with the rules governing their use, as printed thereon. The transportation pass is the employee's means of identification and must be in their possession during the tour of duty.

Employees riding on vehicles, using their transportation pass, must relinquish seats to fare paying passengers when no seats are available on the vehicle.

ASR-18. Use of Seat Belts

Employees are required to wear seat belts, in vehicles so equipped, while operating Authority vehicles, including work vehicles and other equipment equipped with seat belts (e.g. Forklifts, Loaders etc).

ASR-19. Court Appearances

A. General

Employees must immediately notify their immediate supervisor upon receipt of notice summoning them to court, jury duty, inquests, depositions, etc. Employees are responsible to notify their immediate supervisor each day prior to their scheduled assignment, unless otherwise arranged between the employee and the supervisor. Failure to provide proper notification relieves the Authority of providing pay to the employee. Employees must produce proof of their attendance at such court upon returning to duty.

Employees must notify the District or Crew Dispatcher each day before 10:00 a.m. whether their attendance will be required in court for the next day, or if they will be available for their regular assignment. Failure of an employee to so notify the Authority relieves the Authority of any responsibility for providing a day's work for the employee.

When an employee is paid by the Authority for such attendance, any payment made to the employee by the court must be paid to the Authority.

B. Summons for Motor Vehicle Code Violations

The employee operating any Authority motor vehicle or light rail train/vehicle on the public right-of-way is fully responsible for settlement of Motor Vehicle Code violation summonses regardless if the summons is directed to the Authority rather than the individual.

The Authority will only assume responsibility for those non-moving violations wherein the citation involved the condition of the equipment or any procedure which is ordered by the Authority.

Whenever a summons is received for a moving violation directed to the employee of the Authority, the employee will assume full responsibility. When the Authority is named on the summons, an affidavit will be sworn to before a Notary Public transferring the summons to the individual employee who was personally responsible. Thereafter, the employee will be legally responsible for proper settlement.

Such summonses may be incurred when the issuing officer was unable to or was not required to stop the vehicle. Typical summonses may include, but are not limited to, the following:

1. speeding,
2. running a stop sign or stop light,
3. parking in a no parking zone,
4. making passenger stops at locations deemed unsafe or too far from the curb,
5. unnecessary idling of buses.

ASR-20. Care of Trains/Vehicles / Maintaining Workplace

A. Care of Trains/Vehicles

Employees are responsible for the care of trains/vehicles which are in their charge. Employees must ensure that passengers are not subjected to debris in the train/vehicle which may cause a safety hazard.

When an employee takes charge of a train/vehicle from the storage area, depot, or from another employee, the employee taking charge is responsible for ensuring the train/vehicle is cleared of any paper, trash, or other debris. Employees are prohibited from throwing any trash, paper, or other debris from the train/vehicle.

Employees are prohibited from placing newspapers or other articles in any part of the train/vehicle other than designated trash receptacles.

B. Work Areas and Operating Compartments

Employees are responsible for maintaining their workplace in a neat and orderly condition. Employees

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