Transit Authority

Hours of Service Compliance Policy

I. Purpose:

This policy has been created and Adopted by the Authority’s Board of Directors to establish procedures for compliance with the Hours of Service Order (HOS Order) signed into effect on the 23rd day of July 2013, and which has been amended from time to time, and extended from time to time, by the Secretary of Transportation, Commonwealth of Pennsylvania (the Order).

A. The Authority recognizes that, effective October 1st 2013 the Authority and any applicable subcontractor have and will continue operate in compliance with the HOS Order. The Authority and any applicable subcontractor will meet the requirements of this order by:

1. Maintaining records of hours worked by all public bus drivers of the organization including the name of the driver, shift start and end times and dates, as well as drive start and end times and dates.

2. Maintaining records of vehicle accidents involving public buses of the organization, including the time of the accident and shift start and end dates in addition to any other statutory requirements. Any such records s hall not be a determination of negligence or causation for legal purposes but shall merely be for tracking of statutory requirements under the HOS Order.

B. Beginning January 23, 2014, the Authority has implemented the following hours of service restrictions for appropriate drivers and any Applicable Subcontractors

1. No Authority bus driver shall operate a public bus more than 16 hours per day.

2. No Authority bus driver shall be “on duty” more than 16 hours per day.

3. All Authority bus drivers shall have at least eight hours of consecutive off duty time between work shifts. This rest period requirement does not apply to the time between split shifts.

4. An Authority bus driver shall not operate a public bus more than 30 hours in two consecutive days.

C. The Hours of Service limitations may be temporarily waived by the Authority when necessary due to a storm or any unforeseen uncontrollable emergency event. Such an emergency event shall be determined by the Authority pursuant to its emergency protocol and published according to that particular procedure. The Executive Director, or in his absence, the Safety and Security officer may make a determination if an emergency situation exists for purposes of this provision.

D. In the event of an emergency as referenced in paragraph C above, the Authority will follow the applicable notice requirements to PennDOT.

E. At all times, the hours of service requirements set forth above, shall conform to any extensions or changes to the amount of permissible hours worked as set forth in Extensions to the Hours of Service Regulations, including those set forth in 2016 and thereafter.

II. Outside Employment:

The Authority recognizes that in addition to the impact of hours of service performed at the Authority, outside work also impacts the calculation of “on-duty” service hours pursuant to the Order. Due to such impact, the Authority prohibits as employee, or subcontracter employees from holding moonlighting positions that impact the appropriate hours of operation.

All employees of the Authority shall report any other places of employment and shift times during their employment with the Authority to the HR Director. These shall be recorded and maintained in their personnel file. Shifts with other employers that conflict with the HOS order could be cause for disciplinary action up to and including termination. PennDOT has issued guidance, which the Authority adopts in its entirety for what types of activities are considered “On Duty”. Therefore, “On Duty” for purposes of the Order and calculating allowable “work hours” includes, but is not limited to, the following:

A. All time at a plant, terminal, facility, or other property of a motor carrier or shipper, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;

B. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;

C. All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle;

D. All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, to comply with the Authority’s drug policy

E. Performing any other work in the capacity, employ, or service of, a motor carrier other than the Authority; and

F. Performing any compensated work.

Employees are expected to report all “On-Duty” time in order to ensure that the Hours of Service requirements for the Authority are adhered to. Failure to properly report “On-Duty” time to the Authority shall be considered insubordinantion and shall be disciplined with punishment up to and including termination.

III. Adoption:

This policy is hereby adopted and reaffirmed by the Authority’s Board this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

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Chairman Date

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Secretary Date