



SAFETY NOTICE

New Technologies rolling out! New Tablets are currently being installed on RTEC vehicles replacing older AVL/MDT systems. The tablets are thin and light, and rugged. They are being securely mounted without impairing vision through the windshield or interfering with any other safety device. Their large, bright displays make them easy to read. The new Tablet management system creates a more streamlined process, ensuring greater accuracy and productivity while enhancing safety. This mobile technology makes it possible to continue to track individual drivers, vehicle movements and times. The technology also allows access to more accurate mapping systems and turn-by-turn directions. Dispatch can still oversee transportation pick-ups and drop-offs from beginning to end for the smoothest process possible, resulting in more accurate service for our customers. The technology gives drivers multiple options for GPS navigation with an app, complete with traffic views, alternate-route suggestions, and other features to ensure a smooth trip.

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Tablet Technology

Distracted Driving Prevention:

Drivers must not allow themselves to be distracted from driving by the new Tablet systems. Driver's should safely pull over and park when sending, reading, accessing, browsing, transmitting, or retrieving electronic data on the devices. Do NOT drive distracted!

Accurate Data Logs:

Do NOT log passengers as picked-up or dropped-off until the event has actually occurred. Pre-logging this information prior to actual pick-up or drop-off time jeopardizes the integrity of the system and defeats the purpose of established agency protocols. Be honest and safety-oriented. Log information correctly and as it occurs.



*Pics from the **RTEC Training Center** Shown Above: Randy Bussell - RTEC Information Systems Technician Manager (pictured front right) instructs an eager bunch of RTEC Drivers ready for the New Tablet installs on their assigned vehicles. Looks like Richard Alfaro and Steve Thorn (Pulaski County Drivers) in the front row. Also present are Micki Wright (Pulaski), Thomas Gray (Laurel), Allen Morgan (McCreary), Robert Stephens (McCreary), Jimmie Greene (McCreary), Joe Crabtree (McCreary), and Larry Brinson (Pulaski). So far, Randy's instruction has been well received and drivers are praising his enthusiasm for the project. Driver's are adapting to the new technoloav very well.*

Sharing the Road- Pedestrians

When you are driving, it is important to remember that you are sharing the road.

The following are tips that will raise your awareness of pedestrians, keeping everyone on the road safe:



- **Watch for children dashing out into traffic.** Cover the brake, drive slowly, and be ready to stop.
- **Yield to pedestrians at marked and unmarked crosswalks.** On multi-lane roadways, if you come too close to a pedestrian you may block the next driver from seeing the pedestrian as he/she is crossing the roadway.
- **Don't pass vehicles stopped at crosswalks,** and be prepared to stop for pedestrians who are walking in marked or unmarked crosswalks.
- **Yield to pedestrians when making turns.** Left turns: scan the crosswalk before turning and be aware that your windshield may partially block your view. Right turns: where allowed, only make a right turn on red after coming to a complete stop.
- **Exit driveways slowly and carefully.** Expect pedestrians on the sidewalk, especially near schools, commercial areas and neighborhoods.
- **Watch for pedestrians along the roadway.** This is especially important if you are driving on a street with no sidewalks.
- **Yield to pedestrians in parking lots.** Remember that your vehicle can do a lot of damage even at only 5 mph.
- **Obey signals at a pedestrian hybrid beacon.** These signals remain off until a pedestrian presses a button. Flashing or solid yellow means prepare to stop, followed by a solid red meaning stop. Flashing red means stop or remain stopped until the pedestrian has crossed the street. Laws can vary from state to state, so make sure to check your local laws about pedestrian safety!

**Information provided by Rural Transit Assistance Program (RTAP) "Sharing the Road with Pedestrians"

Sharing the Road- Bicyclists

Bicycles and buses have a great deal in common: they provide transportation, reduce congestion, travel in the right-hand lane, and have slower than average speeds.



The following tips will help you share the road with bicycles, keeping everyone on the road safer:

- **Bicyclists have the right to ride in the street** (the extent can vary by state), even with no marked bike lanes.
- **Bicyclists tend to position themselves to the right of the faster moving traffic,** which means they constantly cross paths with buses pulling over to make stops.
- **You shouldn't drive in bike lanes** unless you're pulling into a service area or making a turn. In both situations, always use your turn signal and check your mirrors. If there is a cyclist riding parallel to you, slow down to let him/her get ahead of the bus before you pull over.
- Even when car traffic backs up, **bicyclists** usually still have a clear path and **can be traveling quickly.**
- When passing a cyclist, travel at a steady speed and remain at least 3 feet away from the cyclist, more if traffic allows. **If there is not enough room to pass, slow down until it is safe.**
- **At intersections, yield to merging cyclists** when the bike lane ends and watch for cyclists that move to wait at the front of the line of traffic during a red light.
- When making a left turn, oncoming traffic can hide cyclists. Once oncoming traffic clears, **pause before turning to ensure there are no cyclists in your path.**
- **Check sidewalks for children on bicycles.**
- **Always assume a cyclist could be there and check!**
- **Bicycling laws can vary from state to state,** so make sure to check your local rules!

**Information provided by Rural Transit Assistance Program (RTAP) "Sharing the Road with Bicyclists"



SCHOOL BUS STOP AHEAD!

School is back in session! Be alert for loading and unloading school buses. Take extra caution anytime you are in the vicinity of a school bus. Stop, slow down and look for children who may be loading or unloading from the bus. Kentucky law requires that if any school or church bus used in the transportation of children is stopped upon a highway for the purpose of receiving or discharging passengers, with the stop arm and signal lights activated, the operator of a vehicle approaching from any direction shall bring his or her vehicle to a stop and shall not proceed until the bus has completed receiving or discharging passengers and has been put in motion. Passing a loading/unloading school/church bus is a class B misdemeanor for the first offense and a class A misdemeanor for the second offense. Any person who violates this law will be subject to being cited or arrested.

The RTEC Driver Image

How you present yourself goes a long way towards passengers respecting you and following your instructions and RTEC's guidelines. Keep your hair neat and your clothing clean and adhere to RTEC's dress code policy. Name Tags are required of ALL Drivers. Ensure your nametag is legible. Employees should request a replacement from their supervisor if needed. For safety reasons, avoid any clothing or accessories that restrict your motion or that would tempt someone to rob you. Driver's must NEVER wear open-toed shoes on the job. Respect your customers. Avoid sarcasm and maintain a positive attitude. The image you project is also a direct reflection on this company and how it does business.

Bus Sanitation and Disinfecting!

Public places are environments that are prone to the spread of infectious diseases such as colds and the flu. Public Transit Buses are no exception. In addition to the number of riders who may introduce bacteria and viruses when they board the bus, surfaces such as the seatbacks and handrails can also contribute to the further spread of germs. Keeping these areas clean can help prevent germs and the spread of disease. The U.S. Centers for Disease Control and Prevention (CDC) provides the following guidance on the difference between cleaning, sanitizing, and disinfecting:

- ✓ Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- ✓ Sanitizing lowers the number of germs on surfaces or objects to a safe level as judged by public health standards or requirements to lower the risk of spreading infection.
- ✓ Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Areas considered high-risk (e.g., bathrooms, athletic areas, cafeteria/kitchen, health room/nurse's office) and high-touch points (e.g., hand railings, grab bars, seat backs) that may require sanitizing and targeted disinfecting in addition to routine cleaning. Read and follow all product label instructions before using any cleaning, sanitizing, or disinfecting product, as directions may vary. When sanitizing and disinfecting be sure to follow the directions regarding the time the product must remain wet on the surface (dwell time) and rinsing procedures, if necessary. Cleaning, sanitizing, and targeted disinfecting are part of a broad approach to helping prevent the spread of pathogens (germs) that cause infectious diseases on school buses and public transit buses.

The CDC also recommends using the following everyday tips to help slow the spread of flu and other infectious diseases: (1) Get a flu vaccination. (2) Cover your nose and mouth with a tissue when you cough or sneeze and throw the tissue in the trash after use. Cough or sneeze into your elbow if a tissue is not available. (3) Wash your hands OFTEN with soap and water. It is suggested that a person should wash their hands for at least 20 seconds with soap and warm water. Wash when you get up in the morning. Wash before eating any food. Wash if you've been handling different items. If soap and water are not available, use an alcohol-based hand sanitizer and wash as soon as possible. (4) Avoid touching your eyes, nose, or mouth. These provide pathways through which microbes (germs) can enter your body. (5) Try to avoid close contact with sick people. (6) If you have an open cut, wound or sore, wash it with soap and water and put a clean bandage on it. If it's properly covered, it can't get infected. (7) If you are sick with a flu-like illness, the CDC recommends that you stay home for at least 24 hours after your fever is gone. While sick, limit contact with others as much as possible to keep from infecting them. (8) Keep your and your families stuff clean. Wipe down the kitchen and bathrooms very well with a good quality cleaner. Wash and dry children's toys. Wash clothes in an antibacterial detergent.

Drug & Alcohol Testing Program: **Drugs & Alcohol have NO place in the Workplace!**

A single alcoholic drink or use of a prohibited drug can reduce/impair your judgment and impair your coordination, adversely affecting your driving ability and your ability to perform your job. Also beware that many prescription and over-the-counter medications can also affect your ability to perform your job, for example many may cause drowsiness.

Prescription & Over-the-Counter Medications Reminder:

A prescription is a medication that is prescribed to a person by a licensed and authorized healthcare practitioner. It is illegal to take a prescription unless it has been prescribed to you. A person should follow instructions precisely to avoid any adverse consequences. Using prescription drugs illegally can be very dangerous. A person could be allergic to the medication. They could have an adverse drug interaction that could be potentially harmful and possibly even lethal. Over-the-counter (OTC) medications are medications that are sold without a prescription. If a person takes more than the recommended dose on the label, that would be considered abusing the medication. Using over-the-counter medications incorrectly can have serious consequences to a person. A large single dose of prescription, over-the-counter painkillers or depressants can decrease breathing and even result in death. Stimulant abuse can lead to aggressive behaviors, paranoia, heart failure and fatal seizures. The abuse of over-the-counter cough and cold medications can cause blurred vision, nausea, vomiting, dizziness, coma, respiratory failure and death.

*As an RTEC safety-sensitive employee you must **ALWAYS:***

- ✓ Inform your physician of the safety-sensitive nature of your duties if a medication is being prescribed.
- ✓ Check the label of any over-the counter medication for any ingredients that could cause unsafe performance of duties.
- ✓ Request relief from safety-sensitive duties by following company policy of leave and sick-time if any medication being used at work produces a side effect that would cause unsafe performance of duties.
- ✓ Remember that your safety and that of your co-workers and clients is in your hands. Taking medication while on duty can greatly impact your ability to fulfill this responsibility safely.

*As a safety-sensitive employee you must **NEVER:***

- Use a prescription medication that has not been prescribed for you.
- Use a prescription or over-the-counter medication in excess of the prescribed dosage.
- Consume alcohol or any medication that contains alcohol within 4 hours prior to reporting for duty.
- Use any medication that negatively impacts your ability to perform your duties safely.
- Use a prescription, while on duty, without a physician's release in your possession.
- Use an over-the-counter medication whose label warns it could affect mental functioning, motor skills or judgment.

Over-the-Counter Medications should be taken with extreme caution. Check all labels for side effects and Safety Sensitive employees should discuss with their physician the safety sensitive nature of your job when medicines are being prescribed. If the label has warnings such as “do not take this medication while operating a motor vehicle, may cause drowsiness”, etc., select another medication. Also remember to safeguard and monitor all your medications for the safety of your children and others that come into your home. Refer to RTEC’s Drug & Alcohol Policy and visit www.drugtestinfo.com for more information.

NEVER drive or operate a vehicle impaired by drugs or alcohol!

Stay Clean! Stay Sober! Stay Safe!

SEATBELTS REQUIRED Seatbelts are required of ALL RTEC vehicle riders and drivers. There are NO exceptions. If additional Seatbelt Extensions are needed, contact your supervisor or the RTEC Garage.



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Phone 606-256-9835
Fax 606-256-4319

Turn Signals are not for indicating you've started turning. They're for indicating you are about to turn.

~KY Driver Manual

PREVENT THEFT / ENSURE SAFETY

When the vehicle is parked and unoccupied, the driver is to ensure that all doors are locked. **DO NOT leave an RTEC vehicle with the engine running unattended.** Take the keys with you. Occupied vehicles should be parked within the driver's line of sight. Ensure no passenger is left onboard by mistake when parking.



We're on the Web!
www.4rtec.com
Policies/Procedures Available at:
<http://www.4rtec.com/Employees1.htm>

Safety First!