

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Vehicle Out of Service
<b>Section</b>	Personnel
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Establish guidelines for Agency vehicles not currently in service.

**Definitions**

*Revenue Service:* The time during which transportation vehicles provide service.

*Out of Service:* Any time public transportation vehicles are not open to allow general public access.

*Alternate Vehicle:* A vehicle that is not currently in revenue service that can replace an out of service vehicle.

*Downtime:* Any time during normal service hours when a vehicle contains no passengers and is not in route to a pickup location.

*After Hours:* Any time before or after the posted service hours for public transportation.

**Procedure**

Instruct all drivers of Agency vehicles to lock all vehicle doors and windows any time the vehicle is left unattended including during downtime and breaks. Doors and windows shall also remain locked when a vehicle is out of service and or in alternate status. The driver may assist passengers during the boarding process but may not leave passengers unattended on the vehicle at any other time. When leaving a vehicle unattended, the driver must park in an area that does not interfere with traffic or block sight distance for other drivers. The driver must also maintain possession of the fare box.

At the end of the driver's shift, the vehicle shall be returned to the Agency and parked in its appropriate after hours location. All switches shall be turned to the off position, and all doors and windows shall be locked. The driver shall conduct any required post-trip inspections and remove the fare box from the vehicle. The driver is also responsible for removing and discarding any trash or debris. Any forgotten passenger items shall be taken to the Agency's lost and found. The vehicle keys shall be returned to the designated storage area.

## **Responsibilities**

All drivers are responsible for ensuring that vehicles are parked, locked, and secured as required.