

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

<b>Subject</b>	Employee Dress Code & Appearance
<b>Section</b>	Personnel
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Establish a policy for appropriate employee dress attire.

**Procedure**

Ensure that all Agency employees maintain a well-groomed and clean appearance. Require employees to maintain a professional appearance while representing the Agency and to dress appropriately for their job tasks.

Standard dress code includes the following:

- Hats and shirts must be clean with no obscene writing or symbols.
- Shirts must cover the torso and shoulders.
- Denim or khaki walking shorts may be worn during warm weather months. Blue jeans may be worn during the cooler weather months. No shorts or pants with holes are allowed.
- Closed toe non-skid footwear is required. Athletic footwear in good condition with non-skid tread may be worn.
- Jewelry and other accessories may be worn so long as they do not interfere with job duties.

Uniforms are provided for Drivers, Mechanics, and Supervisors. Upon hire, each employee will be issued the following quantity of items at no cost:

- X Short sleeved shirts
- X Long sleeved shirts
- X Sweatshirts
- X Jackets

Employees requiring a uniform will be issued replacements twice a year: X short sleeve shirt(s) in April and X long sleeve shirt(s) in October. Employees may purchase additional shirts from the Agency at cost.

Agency shirts may be worn with walking shorts, jeans, or casual slacks. Preferable colors are khaki, navy blue, or black. All uniformed employees will be required to wear black or brown non-skid shoes or boots. Athletic footwear may only be worn if approved by a Supervisor or Director. Uniforms shall not be altered or worn for activities other than work.

**Responsibilities**

The Transit Director and department directors are responsible for enforcing this policy.