

TSO-OA 19-A DISPATCHER GUIDELINES JANUARY 2014

Guidelines For Tasks of 19A Certified Dispatchers (TSO-OA)

- To be eligible to pick, dispatchers must meet 19A Certification requirements at time of the pick. The Training Center will provide training to dispatchers who pick a 19A truck. Failure to successfully pass the DMV 19A certification test(s) will disqualify the dispatcher. Dispatchers must have less than six (6) points on his/her driving record for the last 18 months at the time of the pick. His/her license must not have been suspended or revoked during the three (3) years prior to the date of the pick.

- Perform all required functions to comply with the 19A Law for Bus Operators
 - Annually, perform a "License and Driving Record Check" recording the information on the required form.
 - License must be for the proper Class (B), have the correct Endorsement (P), not restrict the operation from air brake equipped vehicles (L), (L2) and be in force.
 - Driving Record Check must determine if operator has been convicted of traffic infractions, and if he/she has been involved in accident(s) since the previous year check.
 - Compare above information with Abstract of Driver's record.

- Perform a "Defensive Driving Techniques Review" and record the results on the required form.
 - Observe the operator while in service, and determine if the operator is driving defensively (satisfactory/unsatisfactory). Reinstruct operator on unsatisfactory performance.

- Perform a "Behind-The-Wheel Road Test" and record the results on the required form.
 - Ride the operator's bus and perform a driving skill test, checking off unsatisfactorily performed items on the form. This test may occur while the operator is in service or in an instruction bus setting.

- Perform a "Written or Oral Question and Answer Test" and record the results on the required form.
 - Present the required amount of questions to the operator from the list on the form.

- Vacation will be posted separately from other dispatchers, and will be picked in conjunction with all 19A dispatchers bargaining unit at Zerega. Vacation will be allowed throughout the vacation year. A maximum of three (3) 19A dispatchers inclusive of all bargaining units will be allowed to be on vacation for any given week. Vacation pick seniority will be determined by the dispatcher's seniority within his/her bargaining unit.

TSO-OA 19-A DISPATCHER GUIDELINES EFFECTIVE JANUARY 2014

Guidelines For Tasks of 19A Certified Dispatchers (TSO-OA)

- 19A activities will not be done on overtime, except when authorized by Training Department Management.
- OTO and other emergency leaves are subject to approval by management.
- Dispatchers expressing preference for these positions will be required to remain for a minimum of two (2) years.
- Dispatchers will perform 19A tasks, probationary check rides, potential problem operator observation rides and other functions as designated by the Training Center (e.g. Performance Evaluation, Bus Moves, Requalification Training, etc.).
- Dispatchers will be required to do special check rides in plain clothes in areas of the system other than their designated depots.
- If for any reason the 19A Examiner has his/her 19A certification rescinded, or does not perform their duties properly, he/she will be disqualified from the trick and be placed on the depot extra list until the next realignment pick.
- If for any reason the 19A Examiner trick becomes open, the alternate will assume the trick for the balance of the two (2) year term.
- Dispatchers expressing a preference for the 19A Examiner trick may express preference for scheduled extras with the understanding that no more than four (4) 19A dispatchers may have extras on the same day.
- 19A Dispatchers may request overtime at their designated depots.
- Dispatchers may be required to rate accidents.
- Dispatchers assigned to 19A tricks will not be eligible to be "Pick Dispatchers".

The 19A tricks will have: Hours, RDOs and reporting locations as assigned.

The 19A Alternate Tricks selection:

- **Must meet all eligibility requirements.**
- **Conform to 19A trick agreement.**