1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to establish procedures for the proper use of radio equipment and transmissions.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all employees of the Solid Waste Management Department.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable
5.0 POLICY

The proper use of radios and transmissions is essential to establishing communications with crew members who are on their routes or otherwise out in the field.

6.0 PROCEDURE

6.1 Each crew shall check in with proper radio station before leaving the yard and upon returning to the yard at completion of their route.

6.2 Each crew shall have the radio on at all times while on their route.

6.3 Each crew shall use the “route number” for identification purposes. For example, “Route 20 to Station G to Route 21.”

6.4 Each crew shall check in and out with proper station for all breaks.

6.5 Each crew shall notify the Base of all accidents, regardless of how minor.

6.6 Each crew shall notify the Base of all mechanical malfunctions, and whether the driver intends to turn in the vehicle for repairs. A copy of the repair order is to be turned in to the supervisor at the end of the shift.

6.7 Employees shall not use the C.B. lingo on the radio or use any profanity. Keep radio messages brief and to the point – no sarcasm.

6.8 Each crew shall check in before leaving route area to see if any other route needs assistance.

6.9 Each crew shall comply with all radio regulations of the FCC and avoid general misuse of radios.

7.0 RESPONSIBILITIES

The Director, Solid Waste Disposal Superintendent, Department Supervisors, and Department Forepersons are responsible for administering this policy.
8.0 APPENDICES

Not Applicable

APPROVED BY:

Director

City Attorney (Assoc.)

April 27, 2005

4-29-05