



TO: ALL GRTC OPERATORS
DATE: December 1, 2013
RE: POLICY #7-2013

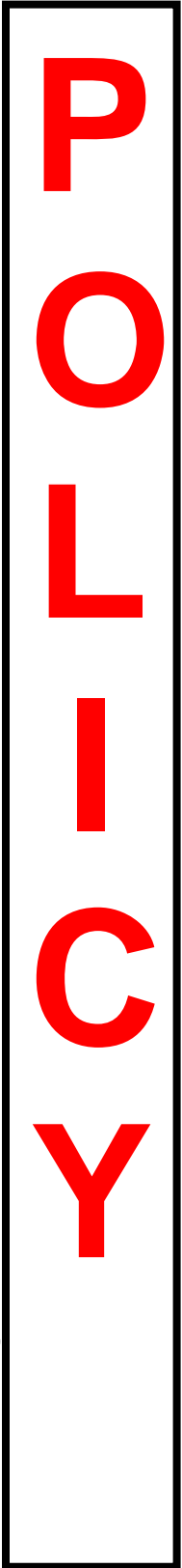
Uniform Policy

This policy is an amendment to the “Personal Conduct” section (11 – 13) which is located in the GRTC Transit System Rules and Regulations for Bus Operators handbook. GRTC’s uniform policy applies to all bus operators. Operators are required to report for duty in regulation uniform and to be clean and neat in appearance. The regulation uniform has been approved by the company and the union.

Uniform Requirements:

Regulation uniform trousers, uniform jacket, uniform shirt (short or long sleeve – short sleeve shirts are to be worn buttoned, except collar is to be open; long sleeve shirts are to be worn with collar and cuffs buttoned and four-in-hand tie hung at neck); knee length uniform shorts may be worn with short sleeve uniform shirt; uniform tie; uniform cap when headgear is worn; smooth black shoes, with sides of soles and heels also black, polished and in good condition. Shoes must have a lace or buckle. No slip on shoes (including clogs and sneakers) should be worn. Socks (black or navy blue) must be worn at the minimum length which covers the ankle. When shorts are worn, socks are mandatory and must be calf length. Black belt must be worn. No ornaments or patches will be displayed on any part of the uniform or body except authorized patches and badges. Towels, handkerchiefs, etc., are not allowed to be on Operators’ shoulders or around the neck. Exception: Student Operators and regular Operators who have encountered delays in acquiring uniforms are to wear dark solid color trousers, white shirt, and jacket. Company issued safety vest should be worn while in the bus yard and anytime outside the vehicle when performing normal duties.

Sunglasses are to be worn only when needed in daytime. Operators are forbidden to wear sunglasses at night.



Personal Appearance:

Hair should be neat, tidy, and appropriate to undertake the roles and duties required of the job. Hair length should be kept to a length that will not interfere with the job duties and do not represent a risk to health and safety.

Hair should not cover any part of the eyes.

Facial hair must be clean and neat in appearance.

Nails should be kept to a length that will not interfere with the job duties and do not represent a risk to health and safety.

Personal jewelry may be worn but should not represent a safety risk.

Body piercings including nose studs, tongue studs, ear studs (excluding earrings), decorative earrings and any other similar studs through the face, tongue or any other visible part of the body may not be worn if they are too distracting or represent a risk to health and safety.

Employee Name (print) _____

Employee Signature _____ Date _____

HR Representative Signature _____ Date _____