

CITY OF FRESNO FRESNO AREA EXPRESS/FAX DIVISION: OPERATIONS	PAGE 1 of 4 NUMBER: P5-2 REVISION DATE: 09/18/01 EFFECTIVE DATE: 10/01/01
RESPONSIBLE PARTY: TRANSIT OPERATIONS MANAGER TRANSIT SUPERVISORS	
SUBJECT: GENERAL UNIFORM REGULATIONS FOR BUS OPERATORS	APPROVED BY: Bruce Rudd Transit General Manager

POLICY

It is the policy of the Transit Department/Fresno Area Express-FAX to require Bus Operators to present a neat and professional image to the public. As uniforms are a critical part of this image, all Bus Operators are required to wear a standardized uniform.

1. **Totality of Uniform**

When a uniform is worn, only authorized uniform items, or equivalent, as specified, shall be worn.

1.A **REPORTING FOR DUTY:** Bus operators must report for duty in a full uniform that meets departmental specifications.

2. **Wearing Uniforms Off Duty**

Uniforms shall not be worn off duty, except that uniforms may be worn while traveling to and from work; while on official Fresno Area Express/FAX business, or when acting as an official representative of FAX at an assigned function or event.

3. **Non-Uniform Additions**

Items of clothing not designated as authorized uniform items shall not be worn with the uniform.

4. **Jewelry**

Jewelry may be worn while in uniform, but shall not be extreme or excessive, and shall be in good taste.

5. **General Appearance**

Bus operators are professionals, and must always present a professional appearance when in uniform. As representatives of both Fresno Area Express/FAX and the City of Fresno, it is essential that operators project a professional image. As uniforms are an important part of this image, uniforms shall always be neat, clean, and in good repair. Bus Operators are personally responsible for maintaining their uniforms in this condition.

Black Leather belts and shoes shall be maintained so as not to appear scuffed.

- If operators elect to wear a shirt without a necktie, the shirt shall be worn with the uppermost button only unbuttoned.
- When in uniform, either on or off duty, shirt tails will be tucked in at all times. If an operator chooses to untuck the shirt while off duty, the entire shirt should be removed and replaced with other personal clothing. *Exception: Operators who become pregnant may wear a straight bottom maternity type blouse (white in color or approved blue).*
- Any FAX Supervisor shall have the authority to determine what constitutes acceptable appearance, within the guidelines of this policy, for any Bus Operator, and to take corrective action as required.

REGULATIONS AND PROCEDURES

1. Bus Operator Duty Uniforms

The following are the specifications for duty uniforms of Bus Operators. All Bus Operators shall maintain and keep available all items listed as mandatory. Bus Operators should obtain mandatory uniform items from suggested vendors, to ensure consistency in shirt, trouser, and jacket styles. Items listed below as optional are approved for wear as specified, but are not required.

1.0 Shirt - MANDATORY

Light blue, one or two front pockets - button up uniform dress shirt, or knit polo shirt, FAX patch sewn to right sleeve shoulder. Wearing of long or short sleeves shall be at the discretion of the Bus Operator.

1.02 Polo Shirts - Optional

Light blue (Red Kap), FAX patch sewn on right sleeve, or those polo shirts purchased from the FAX store.

1.03 Tie OPTIONAL

Plain navy blue, snap on or clip on type. Female operators may wear "cross tie" style, navy blue, or regular tie.

1.04 Tie Bar - OPTIONAL

Plain chrome finish, 1/4" wide, length not to exceed width of tie. Plain navy blue, snap on or clip on type. Female operators may wear "cross tie" style, navy blue, or regular style.

1.05 Duty Jacket - MANDATORY

As available from FAX suggested vendors or from other area merchants that stock identical items. Only 3 types of jackets are authorized by FAX, these include: Older style nylon Horace shell jackets may continue to be worn until replaced with current style jackets.

- A. Ultra - Premium All Weather jacket, navy blue nylon shell, removable fur collar, and removable zippered liner. FAX patch sewn on right sleeve shoulder and navy blue buttons.
- B. Horace Small, New Generation - All weather jacket, navy blue nylon shell, removable zippered liner. FAX patch sewn on right sleeve shoulder, navy blue buttons.
- C. Horace Small, Eisenhower Polyester jacket (old style), navy blue shell, removable zippered liner, may continue to be worn until replaced with current style.

1.06 Belt -MANDATORY

Black leather, 1-1/2" wide, plain or basket weave finish, chrome buckle. OPTIONAL buckles may be worn as supplied by FAX, including those awarded to Bus Operators as awards for forms of recognition. or commemorative FAX buckles.

1.07 Trousers - MANDATORY

Navy blue, (Horace Small, Flying Cross, Red Kap, or equivalent), no cuffs or pleats, two front pockets and two rear pockets. Made of polyester/wool blend or all polyester, depending on individual preference. Button and hole closure on left rear pocket. Permanent press.

1.08 Shorts OPTIONAL

Navy blue, material consistent with trousers.

1.09 Skirts or Culottes - OPTIONAL FOR FEMALE OPERATORS

Navy blue, material consistent with trousers.

1.10 Shoes/Boots - MANDATORY

All Black with plain smooth gloss or satin finish, rounded toe, no metal buckles or rings. May be boots or shoes, but shall in no case be of canvas material. "Athletic" design/style are permissible only in smooth satin finish. All laces shall be black.

1.11 Socks - MANDATORY

Navy blue or black. White socks may be substituted only upon written recommendation of the Bus Operator's physician. The physician's note must be on file with FAX and will be included as part of the employee's Departmental Personnel file

1.12 Neck Scarf - OPTIONAL

Navy blue, with no design. Scarf must be of standard length and, when wrapped once around the neck will not hang below the belt line. Fabric must be of tight weave, and not loose knit.

1.13 Undershirt - OPTIONAL

White crew neck or "V" neck t-shirts or all white or navy blue traditional turtle neck or mock t-shirt. Sleeves of the undershirt shall not protrude past the sleeve of the uniform shirt. At no time shall any logo or design on an undershirt be visible through the uniform shirt. No logo other than the FAX logo embroidered or screen printed on the collar will be authorized.

1.14 Gloves - OPTIONAL

Black leather driving style gloves only. "Athletic" design/style are permissible in a single color and without logos.

1.15 Cap - OPTIONAL

Navy blue, baseball style, with embroidered FAX insignia sewn on front. Fax rodeo and commemorative caps are acceptable.

1.16 Sweater - OPTIONAL

Plain navy blue, pull over "V" neck or crew neck, zippered front or cardigan. Long sleeves or sleeveless vest style sweaters are acceptable. Sweaters, regardless of style, shall not appear to be overly loose or baggy and shall not be of an overly loose material.

1.17 Punch Holder - OPTIONAL

Black leather, basket weave pattern, swivel type are permissible.

6. **Corrective Actions for Uniform Violations**

The following corrective actions shall be applied to Bus Operators who do not adhere to the standards set forth in this policy. Standards violations may include, but are not limited to: shirttails worn outside of trousers; non-authorized shoes, belts, jackets, shirts, or hats; dirty uniform; excessively unbuttoned shirts; etc.

FAX Supervisors will be responsible for monitoring the appearance of Bus Operators, and will initiate any corrective action as set forth herein, **in accordance with FAX Policy #P2-1, *Procedure for the Processing of Disciplinary Actions.***

1st Offense:	Oral Counseling by Supervisor
2nd Offense:	Written Counseling
3rd Offense:	Letter of Understanding
4th Offense:	Letter of Reprimand
5th Offense:	\$25.00 Fine
6th Offense And Up:	One (1) Day Suspension

Violations will accrue on a rolling, six (6) month period.