

XXXXXXXXXXXXXXXXXXXXX EMPLOYEE HANDBOOK

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Policy Name: RESTROOM DUMPING

Policy Statement: The Company desires that restrooms on buses be maintained in a legal and professional manner. Toilet waste is to be disposed of in a legal manner at all times, and the restroom is to be maintained in a pleasing and sanitary condition.

Policy Purpose: The purpose of this policy is to establish procedures for the legal dumping of restroom waste, as well as establish guidelines regarding the sanitary maintenance of the restroom.

Responsible Party: Operations Director

Procedure:

- D.10.1 The Company, through its authorized personnel, will be responsible for dumping all toilet waste, as well as clean, supply and service the restroom, when the Driver returns from a trip.

- D.10.2 Drivers are responsible while away from company premises to minimally dump waste from the upper tank to the lower holding tank. While performing this procedure, Drivers are shall make sure the lower holding tank valve is completely closed prior to dumping waste from the upper tank to the lower tank.

- D.10.3 Drivers are always required to make sure that the motorcoach they are operating is equipped with a lower holding tank, prior to pulling the lever from the upper tank in order to avoid accidental waste discharge.

- D.10.4 In the event drivers must perform the restroom dump themselves due to excessive use of the restroom or because of multi-day charters, drivers are required to dump restroom waste at a proper and legal restroom waste disposal site. Restroom waste shall be dumped in a manner that complies with all environmental and DOT regulations. Drivers acknowledge familiarity with all legal requirements for the dumping of restroom waste.

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D.10.5 In the event that the site for a restroom dump is other than a site approved and acknowledged by the Company, drivers must be granted permission by Operations/Dispatch. Failure to follow will result in immediate discipline up to and including immediate termination.

D.10.6 While out for six (6) hours or more, drivers are responsible for keeping their restrooms in clean and fresh of odors. This includes checking the restrooms during each stop, assuring that the toilet has been fully flushed and that no odorous waste has been left behind that would create an unpleasant experience for a later passenger.

D.10.7 During all stops where time is allowed, drivers are expected to inspect the restroom and assure that sufficient paper towels, toilet paper, liquid soap and/or hand sanitizer is present in sufficient supply, the sink and counter is wiped down and free of water, and that the floor of the bathroom is clear of paper refuse or general waste.