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WELCOME TO ROHRER BUS!

Whether you are a newcomer or a long-time employee, you are one of over 800 people who work together to better our communities through the safest and most reliable passenger transportation products and services available anywhere. For nearly 100 years, the members of our Rohrer family have been doing exactly that. The secret to our success is simple: we care. We care about providing our customers, business partners and take great pride in exceeding their expectations on a regular basis. After all, we feel that there is great satisfaction in being part of a team that does well.

Our story is one of growth and change in the transportation industry. From our humble beginnings in 1921 as a transporter of a few local schoolchildren via horse and wagon in the “Cove”, Rohrer Bus Service has expanded to provide our customers with a wide range of transportation offerings. These services now include student bus and van transportation, special needs, charter, transit, and shuttle services.

In addition, Rohrer Bus Sales leases, sells, and services school and commercial buses, vans, and other equipment throughout the mid-Atlantic. Now, customers in Pennsylvania, New Jersey, Virginia, Maryland, Delaware, and Washington, D.C. have access to some of the most reputable passenger transportation equipment manufacturers, backed by our reputation of exceptional service and support.

The Rohrer companies are a third-generation, family-owned and operated business, which is actively partnered by Howard E. (Skip) Rohrer and John M. Schrantz. Now, the fourth generation is committed to transcending the family business, as David Schrantz and Tahva Rohrer Wylie are involved in the day-to-day operations.

Even though we have grown to meet today’s business challenges, we are never too big for you to work with each other on a first-name basis.

Because you occasionally have questions about our policies and benefits, we have put together this handbook.

We hope that the time you spend with us will be that of personal satisfaction and growth.

Sincerely yours,

John M. Schrantz, President
The Company
ORGANIZATIONAL CHART – ROHRER BUS SERVICE

PRESIDENT
John Schrantz

VICE PRESIDENT
David Schrantz

CHIEF FINANCIAL OFFICER
David Thomas

ACCOUNTING DEPARTMENT

SERVICING
Mike Diehl

PARTS MANAGER
Alan Hornberger

SAFETY DEPARTMENT

PAYROLL & BENEFITS MANAGER
Kathy Gilbert

PERSONNEL DEPARTMENT
Jim Gerhold

OPERATIONS MANAGER
Jane Gerhold

OPERATIONS DEPARTMENT

SCHOOL DISTRICT SUPERVISORS

CUSTOMER SERVICE REP.
CHAPTER 1 – GENERAL INFORMATION

PURPOSE OF HANDBOOK

As an employee of The Company, you naturally want to know more about the organization and how employees are expected to contribute in return for compensation and benefits. This handbook is designed to provide you with basic information on policies, procedures, and benefits. The policies and benefit summaries presented here are in condensed form. When you have questions about them, do not hesitate to contact the Office of Human Resources. This employee handbook is not a contract, but a set of policies and guidelines. The Company reserves the right to change, delete, or amend any statement made in the booklet unilaterally and without notice.

None of the benefits or policies in this handbook is intended because of their publication to confer any rights or privileges upon you, or to entitle you to be or remain employed by the employer. Employment with the Company is "at-will", meaning that it is voluntary on the part of both the Company and employee. That is, you are free to resign at any time, for any reason, with or without notice. Similarly, the Company may terminate your employment at any time, with or without notice, for any reason (not prohibited by law).

MISSION STATEMENT

“To operate a profitable, dynamic, efficient and growth oriented sales and service transportation company which provides quality services to our customers in a professional and safe manner.”

For the purpose of this handbook, any reference of “The Company” is referring to Rohrer Bus Service and Rohrer Bus Sales, unless otherwise specified.

VALUES OF THE COMPANY

- **Service To Customers** -- Our customers are PRIORITY 1. Not only does The Company wish to gain new customers, it holds just as important, the ability to retain and satisfy existing customers.
- **Quality and Value in Our Services** -- The Company strives to provide excellent services at justifiable prices. Quality and value are the mainstays of any successful business.
- **Belief in the Work Ethic** -- Employees are rewarded on a merit basis for jobs well done. Hard work and job commitment are values held high by The Company.
- **Concern for Our Employees** -- The Company is sensitive to the professional and personal needs of its employees. Opportunities are given to improve job skills and for advancement. Open, effective communications are maintained.
- **Safety for Our Customers and Employees** -- High awareness to and practicing safety is essential in our transportation activities. This applies not only to vehicle operators but also to shop and office employees as well.
EMERGENCY EVACUATION PLAN (The Company – Duncannon Facility)

In case of any emergency, a floor plan and instructions on exiting the building will be placed on the walls throughout this facility.
EMPLOYMENT POLICIES

EQUAL OPPORTUNITY EMPLOYMENT POLICY

The Company is dedicated to the principle of equal employment opportunity. It is therefore our policy to recruit, hire, and promote for all job classifications without regard to an individual’s race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, genetic information, sex or atypical hereditary cellular or blood trait of any individual, pregnancy, veteran status, or any other bases protected by law. Decisions on employment and promotion are based solely upon an individual’s qualifications, with reference to the skills and abilities of the position for which the individual is being considered.

- It is The Company’s intention to hire only individuals who are U.S. citizens or aliens authorized to work in the United States. Upon being employed by Rohrer Bus, you will be required to furnish proof of employment eligibility as required by the Immigration Reform & Control Act of 1986 or other applicable Federal law.

- All applicants for employment will be recruited, hired and, thereafter, as employees assigned, compensated and promoted on the basis of merit and ability to perform work assignments effectively without any regard to race, color, religion, age, ancestry, sex, non job-related handicap or disability, national origin, citizenship or veteran status.

- Our Office of Human Resources has the responsibility of ensuring that all phases of personnel administration comply with this policy. If an employee feels that The Company has acted unfairly toward the employee, and the employee has discussed this matter with the appropriate Management or Vice President of Maintenance, without achieving a satisfactory result, the employee should bring the matter to the attention of the President of the Company.

ANTI-HARASSMENT POLICY

Rohrer is committed to maintaining an environment free of all forms of discrimination, including harassment. In addition to its prohibition of sexual harassment, Rohrer prohibits all behavior that creates a hostile or intimidating atmosphere because of one’s sex, race, color, creed, religion, age, national or ethnic origin, veteran status, non-job related disability or any other category protected under federal, state or local law. If you believe that, you have been discriminated against or harassed, you must notify your supervisor immediately. If you are unable to contact your supervisor or do not feel comfortable discussing the issue with your supervisor for any reason, you must contact Human Resources immediately.

All complaints of harassment will be promptly and thoroughly investigated. Remedial action will be taken when a complaint is found to be meritorious. Employees who have participated in, caused, or encouraged harassment will be subject to disciplinary action, up to and including termination.

Rohrer will not retaliate or otherwise discriminate against any employee who reports an incident of harassment or is involved in the investigation of harassment complaint.
SEXUAL HARASSMENT POLICY

Rohrer recognizes that its employees have the right to work in an environment free from all forms of harassment, including sexual harassment. The following is Rohrer’s zero-tolerance policy on sexual harassment:

- Rohrer prohibits the sexual harassment of all employees in any form, by any party. Specifically, no supervisor shall threaten or insinuate, either explicitly or implicitly, that any employee’s refusal to submit to sexual advances will adversely affect the employment, evaluation, wages, advancement, assigned duties, shifts or any other term or condition of employment or career development of any employee.

- Other sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is also strictly prohibited. Such conduct includes the following: repeated offensive sexual flirtations, advances or propositions; continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about an individual; use of vulgar, obscene or abusive language of a sexual nature which would offend the ordinary person; the display of sexually suggestive objects or pictures in the workplace; or any other conduct which creates or tends to create a hostile or intimidating work environment based upon one’s gender or sexual orientation.

- Moreover, Rohrer will not tolerate the above-mentioned conduct from any visitor, guest, or other individual.

If you believe that you or another employee have been subjected to sexual harassment or witness any incidents of sexual harassment, whether by a supervisor, non-supervisory employee, guest, contractor, or other individual, you must notify your supervisor immediately. If you cannot contact your supervisor, or do not feel comfortable discussing sexual harassment with your supervisor for whatever reason, you must contact Human Resources immediately.

All complaints of sexual harassment will be thoroughly investigated in a prompt manner. Employees subjected to such acts will be asked to sign a statement detailing the conduct, which they feel constitutes harassment. All complaints will be thoroughly and impartially investigated, in the strictest confidence possible. Whenever a complaint is found to be meritorious, prompt remedial action will be taken, up to and including termination. Rohrer will not retaliate or discriminate against any individual who reports an incident of sexual harassment to company personnel, or who is involved in an investigation of a complaint.

This policy statement is meant to ensure that under no circumstance will Rohrer tolerate any form of harassment, sexual or otherwise. If you have any questions regarding this policy, you should address them to the Office of Human Resources.

All employees, regardless of your date of hire, are required to sign the Acknowledgment Form included in this Handbook, stating that you have read and understand the above-mentioned policy.

NEW EMPLOYEE ORIENTATION

As a new employee to The Company, your Supervisor will provide you with detailed information concerning your job and Company policies, procedures and work rules specifically related to your job. This handbook and other material will provide much useful information and will answer many of your questions concerning your employment.
INITIAL EVALUATION PERIOD

It takes time to know whether a job is right for you or whether you are right for a job. Therefore, every new employee will receive a written performance evaluation, prepared by his or her Supervisor, covering the first three (3) months of employment with The Company. However, even if a positive evaluation is received, employees should keep in mind that all employment with the Company remains “at-will”. The Company reserves the right to offer another position if at your three (3) month evaluation we feel you would be better suited for another position within the Company.

WORK SCHEDULES

Since The Company has a variety of responsible positions, it is very difficult to clearly designate and assign work schedules. Normally, full time office and shop employees will have regular business hours as determined by their supervisor. School districts drivers will be assigned a run/route and/or required trips when appropriate. Under normal conditions, a driver’s workday begins with a pre-trip inspection and ends with a post-trip inspection of their assigned vehicle. This inspection occurs approximately fifteen minutes prior to the assigned run/route and ends fifteen minutes after the end of the assigned run/route.

Any alternations from your normal scheduled route must be pre-approved by your immediate supervisor in advance and given to the employee in writing.

WORK ASSIGNMENTS

I fully understand that, if called upon, ALL CDL licensed drivers will be placed in a pool of drivers available to do interstate, as well as intrastate travel.

No employee shall arbitrarily reassign or assign duties to another employee unless the directing person is the employee’s Supervisor. Such actions have the result of changing the employee’s job description and disrupt workflow and output. If a realignment of duties is viewed to be necessary, the employees and their Supervisors will make such review and approval jointly.

Refusing to perform work tasks within the scope of the employee’s job description and area of responsibilities shall be viewed as insubordination and may be subject to disciplinary action.

In some cases, an individual or individuals are assigned to provide back up when another employee is absent. It is the responsibility of the person who is absent to give as much advance notice as possible to their supervisor and to the back-up person(s). In addition, the person taking leave must also contact the receptionist so that calls can be directed to the appropriate back-up person.
POLICIES AND PROCEDURES

Written procedures are available for most job functions; however, it is the responsibility of the person implementing the procedure to keep the process up-to-date and continually review for accuracy. The procedures will be reviewed by management on an annual basis.

Any matter directly affecting the expenses or revenues of the business shall be reviewed and approved by the Vice President of Maintenance, Comptroller, or Presidents of The Companies.

New or revised policies and procedures affecting two or more organizational units shall, where appropriate, be circulated to the key Managers in draft form for review and comment. By doing so, interdepartmental working relationships and communications will be improved.

VISITORS

Anyone visiting The Company’s facility must report to the reception desk or service desk at the Duncannon office. Visitors at the Lewisburg facility must report to the office. Visitors include all individuals not employed by The Company. All visitors must sign in and wear a badge while in the facility. When leaving, visitors should sign out and return the visitors badge.

SMOKE FREE WORKPLACE

Smoking is not permitted in any buildings or vehicles owned or operated by The Company. Any waste from any tobacco product (Cigarettes, cigars, pipes, smokeless tobacco and chewing tobacco) should be deposited in their respected waste containers. In (outside) areas where smoking is permitted, smokers and smokeless tobacco users are asked to be courteous to others.

CODE OF CONDUCT

All employees are expected to conduct themselves in a manner reflecting favorably on the character, integrity, and customer orientation of The Company. Violations of these rules or other acts of misconduct or poor performances as determined by Rohrer will be grounds for discipline including termination.

1. No employee shall use the property and equipment of the Company for personal gain or use without giving proper compensation and otherwise being granted approval by the owners of the Company.
2. No employee is permitted to engage or participate in the theft of company property or misappropriation of company funds. Employees doing so are subject to immediate termination.
3. All employees are to conduct themselves in a professional manner. Profane, abusive language, “off colored” jokes, remarks, sexual innuendo and obscene actions will not be tolerated. No employee is permitted to have inappropriate contact or inappropriate conversation with or about students. Employees doing so are subject
to disciplinary action.

4. Proper dress and conduct in the presence of customers is required. All employees, who encounter the public, are in effect salespersons for the Company. (See Personal Appearance for further guidelines)

5. No employee is permitted to report to work under the influence of drugs or intoxicants. Being under such influence is strictly prohibited and violation of this policy may result in immediate dismissal.

6. Each employee is expected to be courteous and friendly to other employees. The individual rights of all persons shall be recognized.

7. It is the policy of the Company that all Management and non-Management employees follow all Federal and State laws governing the Company’s competitive business practices.

8. No employee of The Company has the authority to enter into any agreement of any kind whatsoever with a competitor that could be considered price-fixing, bid-rigging, collusion, complementary bidding, allocation of bids or a conspiracy to control prices or bids. For the purpose of this policy, any company not owned by the Company is a competitor. Any employee who violates this policy will be subject to immediate termination at the sole discretion of the Company.

9. The Company expects you to be available for work and to perform your job duties. Continued absenteeism or multiple days off without pay, may be subject to disciplinary action and/or immediate dismissal or loss of Company paid benefits.

Talking or socializing with competitors is not in itself improper. There are situations such as purchasing parts, trade association activities and similar matters, which serve legitimate business purposes and are not illegal or improper. However, in no instance should an employee discuss the Company’s pricing policies, bidding practices, or related matters with competitors. Employees of the Company should be cautious that legitimate contacts with competitors do not become the basis for illegal or improper contacts with competitors. It is the intention of the Company to conduct its business in a manner that is fully competitive.

**EMPLOYEES RECORDS**

The Company maintains an individual file containing your employment records. It is very important that these records be kept up to date. It is the responsibility of the employee to report immediately any changes to their: name, address, phone number, person to notify in case of emergency, marital status, number of dependents, beneficiaries or other pertinent information. This is particularly important if health, investment, and/or insurance benefits are affected. Report any changes to the Office of Human Resources.

All company records and documents, including, but not limited to: personnel files, accounting documents, computing resources, and manager’s files are private and confidential. Any unauthorized individual found accessing any such records would be subject to immediate dismissal.

Falsification of company records or the unauthorized taking of any property belonging to employees, customers or the company is not permissible and will result in termination.

When an employee wishes to inspect his/her personnel files, a request should be made to the Office of Human Resources. An appointment will be made at the convenience of both parties during normal business hours, normally with at least 24 hours’ notice given.
EMPLOYMENT VERIFICATION

Present and former employees often need verification of employment to obtain credit, financing, and other services. It is The Company’s intent to cooperate with the request while at the same time to protect the privacy of the employee’s records. Employees and supervisors are to direct calls for verification of employment to the Payroll Department in the Office of Human Resources. For telephone requests, information released will be limited to job title, dates of employment, and employment status. If the employee signs a written release authorizing additional information be included in the verification, The Company will provide the requested information. All written employment verification must be accompanied by an authorization to release form, signed by the employee or the information will not be provided. Please allow 3-5 days for this information to be completed and returned to sender.

PERSONAL APPEARANCE

As an employee of The Company, you are expected to be neat, clean, well groomed, and appropriately dressed every day. Since there is a wide range of acceptable dress - ranging from shop uniforms to business attire - each department sets its own dress standards.

For office employees, you can be guided by the rule that you should be neat, clean and that smart casual clothing is acceptable.

PHONE USE

While at work, employees are expected to use discretion regarding the use of phones (landline & cellular) for personal use. Excessive personal calls, texting, and instant messaging during the business day – regardless of the type of device used – interferes with employee productivity and is distracting to co-workers.

Employees are encouraged to make any personal calls while on designated breaks whenever possible and ensure that friends and family are aware of The Company’s policy.

If you have a cell phone at your work station, please reduce its ring volume to mute or a discreet vibrates setting to ensure compliance with this policy.

VOICE MAIL

The company has invested in a voice mail system for efficiency and to better serve our customers. Learn how to use this system by reading the voice mail manual or asking your Supervisor. If you are going to be away from your desk for a period of time, leave a message to direct or assist the caller.

From time to time, especially when you are on Paid Time Off, business trips and leaves of absence, your Supervisor, Manager or another employee may listen to your voice mail messages to better serve our customers and their business needs. You should not expect messages left on your voice mail to be totally private or personal in nature.
COMPUTERS, INTERNET AND DATA FILES

Computers are the backbone of business today. The Company provides computers and internet access for business purposes only. Computers are not to be used for personal business. Computer network integrity and security are of utmost importance. Do not download any files, toolbars, or software without permission of the Vice President.

All existing Company policies apply to the use of computers and email, especially privacy, misuse of Company resources, sexual harassment, information and data security along with confidentiality. Employees using the internet for personal use or who misuse the internet are subject to corrective action up to and including termination of employment.

PHOTO IDENTIFICATION BADGE

Company identification photo badges are issued for your use, safety, and convenience. The badges should be visibly displayed at all times when conducting company business and are subject to inspection by authorized company personnel. The badge is company property and must be surrendered upon termination of employment. Final paychecks will be held until badge is returned. A $5.00 replacement fee will be charged for a lost, mutilated, or stolen badge.

SAFETY

The Company recognizes that safety is everyone’s business. Safe transportation is our core competency and, without our ability to provide it, our customers will not seek to do business with us. The Company is striving to maintain an environment conducive to identifying and dealing effectively with safety issues - on and off the road. The Company has policies, procedures, and work rules that encourage the highest level of safety practices in all aspects of its operations. For detailed Safety regulations and policies, refer to the Safety section of this handbook.

All employees are required to report all injuries and accidents that occur on the job to their immediate Supervisor. A report should also be made to the Office of Human Resources so the details of the accident/injury can be accurately recorded. Job related injuries must be reported in accordance with State Workers Compensation laws and regulations. If a job-related injury should occur, a list of Physicians has been provided, and a Physician from this list must be consulted. This listing can be found in this Employee Handbook and it is posted on the bulletin boards in the Human Resource and Shop Departments.

Employees are urged to report any condition or work practice that might pose a hazard to themselves or other employees. Information regarding Workers Compensation policies and procedures can be found on page 35 of the Handbook.

The Company, in accordance with “Right to Know” Federal and State laws and regulations, provides important information and instructions to employees who are exposed to hazardous materials and chemicals, which are used and stored at employee workplaces. These Material Safety Data Sheets are stored in the shop office.
PERFORMANCE EVALUATION

New employees will receive a written performance evaluation by his/her Supervisor covering the first three (3) months of employment.

Once a year, all full-time and part-time employees (except drivers) on or around their anniversary date, will receive a performance evaluation. Your evaluation will be based on how you are performing the objectives for the job and other evaluation factors. The better your performance rating, the greater you’re potential for receiving a larger merit increase. A salary or wage review usually follows your evaluation. It determines what merit increase, if any; you will receive should your performance indicate that you deserve an increase. Periodically, interim evaluations can be completed, if an area of concern or improvement needs to re-evaluate. Refer to the operations section of this handbook for information on driver evaluations.

When an employee is promoted to a full time position, all evaluations, benefits and seniority starts from the date your full time status becomes effective. (School Bus/Van Route Drivers Bidding Seniority, please see the Operations section of this handbook.)

Promotions to higher-level positions will be based upon performance rating results, the completion of required training, meeting/exceeding job requirements and the demonstrated potential to assume more responsible and challenging job assignments.

SPEED LIMIT AND AUTHORIZED PARKING AREAS

In the interest of everyone’s safety, the speed limit for all vehicles on ALL The Company’s properties, including the shop parking lots and driveways will be 10 MPH.

SUBSTANCE ABUSE POLICY

It is in the best interest of The Company and its employees that all employees are able to work to the best of their capabilities and that employees are not exposed to the hazards, which arise when drugs or alcohol, or the effects thereof, are present. Therefore, Rohrer strictly prohibits the manufacture, possession, sale, use, purchase, or transfer of alcohol, illegal drugs, or controlled substances on its premises, or the impairment of job performance arising from the use of these substances, during work time. Misusing or abusing prescription or over-the-counter medication is also prohibited during work time.

For purposes of this policy, “work time” includes all breaks from work during the course of the workday, regardless of whether the employee is on Rohrer property. Violations of this policy shall constitute grounds for immediate termination.

Further, if an employee is required to take any medication, which may have the tendency to impair his/her job performance, the employee must, to the extent possible, notify his/her supervisor before taking the medication. Failure to do so may subject the employee to disciplinary measures should the use of such medication adversely affect the employee’s job performance. See Appendix 1, pages 31-34 in this section of the Employee Handbook for
more information regarding the Drug & Alcohol Testing Policy.

**ATTENDANCE, PUNCTUALITY, ABSENTEE**

Employee absenteeism negatively affects the ability of The Company to function, and it creates additional burdens for employees who do report to work.

This includes not only absence from work, but also tardy reporting for normally scheduled shifts, unauthorized extension of a meal or break period, leaving early or improper use of other employer-paid time. If a violation occurs, an employee will receive an employee warning notice; all notices will be recorded in the employee’s personnel file.

- **“No Call/No Show”** – The failure of an employee to report to work for the full shift without calling or without prior approval from the immediate Supervisor will be recorded as a no call/no show. An employee with two no call/no shows will be discharged. Management reserves the right, depending on the circumstances, to discharge an employee after the first no call/no show. Job abandonment may be treated as a voluntary termination.

- **Absence for Medical Condition and Medical Excuses** – If an employee is absent three (3) or more consecutive days in a row, he/she may be required to provide a medical doctor’s excuse when returning to work. A medical excuse must also be provided upon returning to work, if he/she has exhausted all Paid Time Off, regardless of the number of days missed or in the case of continual absenteeism, an employee may be requested to provide a doctor’s excuse for every time he/she calls off work.

- **Leave of Absence** – If an employee has missed 15 consecutive working days due to illness, injury or personal reasons, he/she will be required to contact Human Resources to inform them of their status on returning to work. The employee, at this point, may request a leave of absence and a determination will be made. All employees granted a leave of absence will be required to provide a Dr.’s excuse stating any restrictions and date released to return to work before the employee may return to work. This employee also is required to contact the Office of Human Resources once a month with updates on their condition. During a leave of absence, an employee is considered not available for work unless the Office of Human Resources receives a note from the treating physician indicating the employee’s ability to work and any work restrictions. If alternate work is offered but refused by the employee, the ability to collect UC benefits could be affected.

- **Exceptions** – Employees absent due to an approved Leave of Absence, work-related injuries, scheduled time off, jury duty, or bereavement leave will not be subject to disciplinary action. However, consistent with the at-will nature of each employee’s relationship with the Company, the Company may, in its sole discretion, determine appropriate action and, where necessary, discharge any employee with or without notice for any reason not prohibited by law.

**ARREST & CONVICTION POLICY**

The purpose of this Discipline Procedure is to correct improper employee behavior by the use of the least severe penalty possible, consistent with the employee’s offense. Employees will be subject to the disciplinary penalty for violations of employer work rules. The right to fair and impartial discipline does not establish any actual or implied contract of employment with the employer. All employment is “at will”. (Please refer to the “at will” statement on page 8)
All employees must contact their supervisor within 24 business hours of ANY criminal arrest or conviction they may receive. This includes any time during your working hours or on your personal time.

Once reported, the supervisor will forward immediately the information and a copy of the Arrest and Conviction Form (if it applies) to the Human Resource Department. You will be afforded an opportunity to provide your information when Human Resources promptly meets with you to discuss your situation. A course of action will be discussed at that meeting and a written notice will be given to the employee and placed in the personnel file outlining the outcome of that meeting.

If you are an employee that comes in contact with students, you must comply and fill out the Act 24 of 2011 and Act 82 of 2012 Arrest & Conviction form by law enacted December 27, 2012. This form is available in the Human Resource Department. If an incident does occur, refusing to cooperate, report or sign this form could result in immediate termination.

If the arrest or conviction falls under the Act 24 of 2011 & Act 82 of 2012 reporting requirements, the school district will be contacted and the employee will be suspended, without pay, until the case is resolved. Convictions of any of the charges under Act 24 of 2011 & Act 82 of 2012 will result in immediate termination.

The Company reserves the right to interpret, change, or rescind the policy in whole or part, without notice. In addition, changes to applicable federal or state laws or regulations may require The Company to modify or supplement the policy. This policy does not create a binding employment contract.

Please contact the Human Resource Department for information or questions regarding this policy.

**EMPLOYEE DISCIPLINE**

The safe and efficient operation of the facility requires that all employees adhere strictly with The Company’s procedures and safety policies. These rules are designed to maintain a safe and pleasant environment for all employees and customers.

The purpose of the Discipline Procedure is to correct improper employee behavior by the use of the least severe penalty possible, consistent with the employee’s offense. Employees will be subject to the disciplinary penalty for violations of employer work rules. The right to fair and impartial discipline does not establish any actual or implied contract of employment with the employer. All employment is at will.

Before imposing any disciplinary penalty. You will be afforded an opportunity to tell your side of the story when the H.R. Department meets with you to discuss a discipline notice. You may be asked to provide a written statement. (In serious circumstances or violations to the Act 24/Act 82 2012 law, an employee will be suspended, without pay, pending investigation. A written notice is given to an employee suspended pending investigation.

The penalties available to Management are specified herein. If you believe you have been unfairly disciplined, you may utilize the “Open Door/Dispute Resolution Procedure” provided in this handbook. However, consistent with the “at will” nature of each employee’s relationship with the Company, the Company may, in its sole discretion, determine appropriate penalties and, when necessary proceed directly to any of the following steps, including discharge, with or without notice to the employee:

- **First Offense**: An initial disciplinary action outlining the improper conduct, rule violation or other
infraction; its consequence(s), and a warning against repeated violations. This notice is recorded in the employee’s personnel file.

- **Second Offense**: A written notice given to an employee. This violation of company policy is recorded in the employee’s personnel file and a copy of the warning will be given to the employee. The notice will outline the infraction, consequences of actions, discipline and notice of implications of further infractions. A second notice can result in suspension or termination of employment, depending on the severity of the incident.

- **Third Offense**: A written notice given to an employee who has repeatedly violated Company policies or Code of Conduct rules. The employee may be suspended or terminated for a third offense.

- **Discharge from Employment**: After three offenses have been given to an employee regardless of the type of infraction or rule violation. Any additional violations of policy, work rules or code of conduct, etc. will result in dismissal of employment with The Company. Depending on the severity of violation of company policy, work rules or code of conduct, management reserves the right to dismiss an employee at any stage of discipline.

**OPEN DOOR/DISPUTE RESOLUTION PROCEDURE**

In order for The Company to be successful, it is essential that good communications be maintained. To accomplish this, all levels of management are willing and anxious to meet with you concerning any questions, problems, or suggestions you may have. It is important that problems be dealt with as soon as possible; so, if you have a problem, do not hesitate to talk with your Supervisor. All of our doors are open to you, because without satisfied and loyal employees, our Company will not be a success.

For those problems, which cannot be handled on an informal basis, we have established the following procedures to enable a quick, fair, and reasonable resolution of all employee disputes. We urge all employees who have a dispute to follow the steps outlined below:

- **Step 1**: Within seven days from the occurrence of the event that gave rise to the problem or dispute, you should speak with your Supervisor in an effort to resolve the problem.

- **Step 2**: If you are not able to resolve the problem or dispute with your Supervisor, you may choose at this time to present your complaint in writing to your appropriate manager (Service Manager / Operations Manager / Comptroller / Sales Manager, Safety Director or Parts Manager etc.). Your Supervisor will also discuss his/her position with one of these officials. All parties will then meet and discuss the problem informally in a further attempt to solve the problem. If the problem cannot be resolved informally, the appropriate Company official will make the determination, put it in writing, and give a copy to you and your Supervisor.

- **Step 3**: If you do not believe the problem was adequately resolved at Step 2, you may take your dispute or problem to the President of The Company. Your Supervisor and the appropriate company official will also submit their positions to the President and a written copy of the President’s decision will be given to you as well as a copy placed in your personnel file along with any other relevant written documentation.

**TERMINATION OF EMPLOYMENT**

An absence of two (2) straight days without proper notification to your Supervisor is considered job abandonment
and may be treated as a voluntary termination. At The Company’s discretion, you may be asked to leave as soon as practical after your resignation has been accepted, without loss of any unused Paid Time Off, provided the two weeks’ notice has been given.

If you are involuntarily terminated, you may be eligible for any unused Paid Time Off (according to PTO policies). In certain cases, (such as willful misconduct) an employee, upon review by Senior Management, may not receive unused PTO. Written documentation of discussions, counseling, performance rating, and notice of formal warnings supporting an involuntary termination are maintained by the Office of Human Resources. There are three types of involuntary terminations:

- **Release** – Inability to perform the job assignment in an appropriate and satisfactory manner. Termination will occur only after progressive steps of discipline including warning, reprimand, or probation has been taken, as well as additional training.
- **Discharge** – Immediate separation from The Company for reasons such as, but not limited to poor performance, misconduct, or breach in “code of conduct”. If circumstances dictate, an employee may be terminated without notice and be asked to leave the premises immediately.
- **Lay-Off** – A reduction in the work force, either permanent or indefinite.
The Company offers a number of benefits, such as; medical, prescription, life, disability and dental insurance, and PTO (Paid Time Off) available to full time employees. A full-time employee is a person who regularly works 40 hours per week for 52 consecutive weeks.

All part-time and full-time employees receive those benefits mandated by law, including worker’s compensation, social security, and unemployment compensation.

**PAY DAYS & COMPENSATION**

Payday falls on the 15th and last day of each month. If either of these dates is a Saturday, Sunday or Federal holiday, payday will be moved up to the preceding workday.

All full-time salaried employees are paid for their regular pay on an up-to-date pay basis. This means that when you receive your check on a payday, you are receiving your regular pay for the period that ends on that day. Regular, salaried employees are compensated based on a 40-hour workweek. Similarly, overtime and other pay adjustments will not be reflected in your current paycheck, but are included in the paycheck you receive for the following pay period. These full-time employees are entitled to overtime pay for authorized/approved work exceeding the 40 hours in accordance with Federal and State laws. Full-time salaried employees shall receive employee benefits as described under Employee Benefits.

All time sheets/cards submitted to the Payroll Dept. need to be filled out completely. Include your full name, employee number and signed at the bottom, dated, approved and signed by your supervisor.

Full or part-time hourly wage employees are paid for the preceding semi-monthly pay period. Full-time and part-time hourly wage employees are paid for hours actually worked performing assigned duties. Overtime authorized by the employee’s Supervisor shall be paid in accordance with Federal and State laws. Full and part-time hourly wage earners shall receive employee benefits as described under Employee Benefits.

Certain management positions, by the nature of the work and level of responsibility, shall be exempt from receiving compensation for overtime.

If you have any questions concerning your paycheck, please bring them to the attention of your Supervisor. If your Supervisor cannot answer your questions, the matter will be brought to the attention of the Payroll Department.

**HOLIDAY LEAVE**

Full-time employees are paid their regular rate for their regular workday, for each of the holidays listed below for a total of 7 days. If an employee is on leave of absence, whether medical or personal, or furloughed, he/she is not entitled to paid holiday time over the period he/she is not working. The three (3) month introductory period must be completed before receiving paid holidays.
Holiday | Time Paid | Holiday | Time Paid
--- | --- | --- | ---
New Year’s Day | 1 Day | Thanksgiving | 1 Day
Memorial Day | 1 Day | Christmas Eve | ½ Day
4th of July | 1 Day | Christmas Day | 1 Day
Labor Day | 1 Day | New Year’s Eve | ½ Day

**PAID TIME OFF (PTO)**

Recognizing your continuous service with the Company, full-time employees are eligible for “Paid Time Off” (PTO). The Company must employ an employee for three (3) consecutive months before qualifying for PTO. See below for details of PTO hours based on years of service. Please attempt to schedule your PTO so that it will not interfere with the normal operating efficiency of your department. The Company reserves the right to “Block Out” specific times of the year to meet the needs of that department. PTO requests must be in writing and be approved by your Supervisor or Department Manager as early as possible. The supervisor or department manager reserves the right to decline authorization due to workload demands or inadequate notice given to allow for coverage of time requested off. If PTO time is not authorized the time off will be without pay, regardless if PTO hours are available or not. All requests will try to be accommodated but if multiple employees are requesting the same dates off, then date of request, plus seniority, will determine what will be authorized. If an employee is granted PTO, it must be taken in one-hour increments. An employee must exhaust all of their PTO time before they are granted (with your Supervisor’s approval) any “Leave without Pay”.

**EXCEPTION:** If an employee is out of work due to active military service, then the use of Paid Time Off hours will be an option to that employee. In an extraordinary emergency situation with approval of the company’s Presidents, the use of PTO hours can be waived.

Unused PTO time may be accumulated up to 120 hours for all full-time employees. PTO time accrued but not taken above 120 hours up to a maximum of 200 may be bought back by the Company. The maximum payout for accumulated PTO time will be 80 hours. You may not receive pay in lieu of carrying over 120 hours or less PTO time, unless workload prevented leave and authorized by Management. PTO time is accrued as follows:

<table>
<thead>
<tr>
<th>1st day after probationary period has been successfully completed</th>
<th>24 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned hours given at start of 2nd year</td>
<td>84 Hours</td>
</tr>
<tr>
<td>Earned hours given at start of 3rd year through 9th year</td>
<td>124 Hours</td>
</tr>
<tr>
<td>Earned hours given at start of 10th year</td>
<td>164 Hours</td>
</tr>
<tr>
<td>Earned hours given at start of 11th year</td>
<td>172 Hours</td>
</tr>
<tr>
<td>Earned hours given at start of 12th year</td>
<td>180 Hours</td>
</tr>
<tr>
<td>Earned hours given at start of 13th year</td>
<td>188 Hours</td>
</tr>
<tr>
<td>Earned hours given at start of 14th year</td>
<td>196 Hours</td>
</tr>
<tr>
<td>Earned hours given at start of 15th year</td>
<td>200 Hours</td>
</tr>
</tbody>
</table>

The maximum PTO hours to be earned is 200 hours, in lieu of PTO hours an additional 5 cents per hour, per year will be paid to employees at the start of the 16th year through 25th year of service, to maximum of 50 cents per hour, at the employee’s anniversary date.

The maximum to be paid per hour is 50 cents; no additional compensation will be paid.
*When an employee has earned 124 Hours of Paid Time Off (the third year of service), it will be mandatory for that employee to take 40 consecutive Hours of Paid Time Off per year. An employee can carry over a maximum of 120 PTO hours.

At termination of employment, the maximum PTO payout will be 120 hours for an employee with 10 years or less of full-time employment or 160 hours for an employee with 11-15 years of full-time employment. An employee with 16 years or more of full-time employment will receive all accumulated PTO hours at time of termination. In order to receive the PTO payout, the Company must be given a two (2) week notice and the employee must work through the two-week period. If termination of employment is due to retirement, all PTO hours accumulated will be paid to the employee at time of retirement. In order to determine number of years of service will be based on years of service at your last anniversary before termination of employment Time Off accrued. If you do not give at least a two weeks’ notice you will not receive pay for unused Paid Time Off.

It is the responsibility of the employee to appropriately mark their timesheet/timecard and complete any necessary paperwork to show authorization of time record. If a record is shown to be inaccurate, the employee would be subject to disciplinary action as outlined in our Employee Discipline section.

This policy can be amended at the discretion of management.

**FAMILY BEREAVEMENT POLICY**

The Company will grant paid leave to any full-time employee who has been employed by the Company for at least three (3) months. The Company will pay up to three (3) days wages based on an 8-hour day for time off to mourn the death of an immediate family member.

An immediate family member is defined as the employee and spouse (or your “significant other” living with, but not married to), children, parents (this includes stepparents and in-laws) and siblings (this includes half & step brothers and sisters), grandparents and grandchildren. It also includes any other person for whom the employee serves as their legal guardian and lives with the employee. Approval for such leave must be requested and granted by your Supervisor before taking such time off. Any questions regarding this policy should be directed to the Office of Human Resources.

**GROUP MEDICAL INSURANCE** *(REVISED JUNE 1, 2013)*

The Company provides medical and prescription coverage insurance to full-time employees and their eligible dependents after 3 months of employment. Since there is concern for the health and well-being of our employees, this health care program is included in the Company’s benefit package. Upon your enrollment and eligibility for the plan, you will receive a plan summary, which explains your complete coverage.

Change in family status, such as marriage, birth of a child, the marriage of any of your children, death of your spouse, divorce and changes of address must be made to the Office of Human Resources within 2 weeks of the qualifying event to be eligible for coverage without penalties.

Coverage ceases on the day employment is terminated. The company offers a plan for the continuation of coverage as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 if not eligible for Medicare.
Information or questions concerning this program should be directed to the Office of Human Resources.

Due to continual rising costs of health care, the Company has instituted a cost-sharing program with all employees enrolled in our health insurance plans. We ask each employee to do their part, in maintaining a healthy habit of exercise, eating healthy foods and practicing healthy living habits. As of June 1, 2013, Rohrer Bus is implementing a spousal carve-out provision for our full time group health coverage. Any current or future employee that has a spouse that is employed and is eligible for coverage from their employer, must enroll in that employer’s health plan and may not carry secondary coverage through Rohrer Bus.

**SALARY DEFERRAL 401(k) PROVISION**

Under this provision, you may choose to enter into a salary deferral agreement whereby you elect to have a set amount of your pay deducted from your paycheck and contributed to your salary deferral account in this plan. You do not pay Federal Income Tax on this account, or any earnings on this account, until you actually withdraw and receive the money, as eligible based on the provision of the plan.

After being employed three (3) months, having 100 hours of service, and reaching the age of 21, the employee is eligible to participate in this provision on the registration dates of January 1, April 1, July 1, and October 1. Additional information concerning this program is available in the Office of Human Resources.

**NON-SOLICITATION POLICY (Added 12/1/2011)**

The Company has established a non-solicitation policy to ensure the productivity and safety of the workplace environment. Our intent is to prevent unnecessary interruptions of general operations and to maintain security throughout the premises. As an employee, you must observe the following rule:

Employees may not be subject to selling, solicitation, or distribution because these activities interfere with work. Therefore, these activities are not permitted in the working areas. Further, employees may not sell, solicit or distribute on working time.

A working area is any place where work is usually performed. Working time is that time an employee is supposed to be working, other than regularly scheduled meals and breaks. A work area is at or near any place used for company purposes.

Selling is the offering of goods in exchange for something of value. Solicitation is the requesting of another person to do something, such as join, subscribe to, or donate to a club, labor union, and religious group, political party or similar organization. Distribution is the circulation or passing of any petition, notices, literature, pamphlets, or other printed materials.

Off duty employees, employees who have not yet begun work and persons not employed are forbidden from coming on to the premises for the purpose of soliciting or distributing materials for any reason.

Employees witnessing violations of this policy should report them to their supervisor, who will notify the administrator, who is responsible for the control of selling, solicitations, and distributions on the premises.
Violations may result in disciplinary action, up to and including discharge.

Any employee requesting an exception to this policy for the purpose of fundraising to support a local charity must see The Office of Human Resources for an exception request form.

**VENDOR GIFT POLICY (Added 12/3/2009)**

Employees shall, during both working and nonworking hours, act in a manner which will inspire trust in their integrity, impartiality and devotion to the best interests of the company, its customers and the public.

To ensure ethical and impartial business, it is prohibited for Rohrer employees to: Accept or solicit money, property, service or other items of value by way of gift, favor, inducement or loan with the intent that such acceptance would influence the employee in the performance of his or her duties. All gifts or services received from a vendor or potential vendor, must be approved, preferably in advance, by the employee’s supervisor. Upon approval, a gift/donation form must be completed and forwarded to Human Resources.

For the complete version of this “Vendor Gift Policy”, please contact Human Resources.

**CREDIT UNION MEMBERSHIP**

As an employee, you and your family members are qualified to become members of Members 1st Federal Credit Union or Service 1st Federal Credit Union. The Credit Union offers a wide variety of services and benefits. Additional information is available in the Office of Human Resources.

**DIRECT DEPOSIT**

You have the option of having your payroll checks directly deposited to most banks and credit unions. It helps to avoid the hassle of receiving paychecks in the mail. It allows your check to be distributed in many different directions and assures that your money is in the bank when needed. This process is very simple to set up, it normally requires two payroll cycles to become effective for more information contact the Office of Human Resources.

**AMERICANS WITH DISABILITIES ACT (ADA)**

The Company recognizes the provisions of the Americans with Disabilities Act (ADA), which prohibits “covered employers” from discriminating against any “qualified individual with a disability” because of the disability, with respect to any term, condition, or privilege of employment.

**LEAVE OF ABSENCE POLICY**

If you are away from work for a period of 15 working days or more due to a medical condition or situation, you will need to request a leave of absence through your immediate supervisor. Once the leave has been granted, you are
required to provide an update every 30 days to the Personnel Coordinator. If you do not keep us updated on your status every 30 days, your employment may be terminated. The period of time for the leave will vary depending on the situation and needs; however, it will be granted for no longer than 1 year from last day of work. During this period of time, your leave of absence will be treated as unavailable and unable for work.

If you have requested and are placed on a leave of absence and you are enrolled in a medical or voluntary benefit program (vision, dental, disability or life insurance plans) through The Company, you will be responsible for paying any premium to continue that benefit while out on leave. It is your responsibility to contact the Payroll & Benefits Manager to make payment arrangements. If you do not contact the Office within 15 days of the last day you have worked you will be enrolled in COBRA (where available); otherwise, your benefits will be suspended. If on COBRA you will become responsible for paying the costs of your benefit programs direct to the insurance companies providing those services. If you would like to voluntarily suspend benefits while on leave of absence, please contact the Office of Human Resources at our Duncannon office to make those arrangements.

If you qualify and are placed on FMLA (see FMLA policy for details of eligibility) and you do not return when your leave expires, you will be placed on COBRA and be responsible for the monthly premium to continue your medical coverage.

**FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The FMLA became effective on August 5, 1993 to provide eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specific family and medical reasons. In 2008, the Act was amended to widen the scope of those eligible and expand the amount of weeks of leave permitted (under certain conditions). As a covered employer, we are revising our policy to be compliant with the newest regulations under FMLA.

The general provisions of the Act, grant up to 12 weeks (up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) unpaid, job-protected leave during a 12-month period to eligible employees.

Who is eligible: an employee must 1) work for a covered employer; 2) have worked for the employer for a total of 12 months; 3) have worked at least 1,250 hours over the previous 12 months; 4) work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

What is the leave entitlement: a covered employer must grant up to 12 weeks of unpaid leave during a 12-month period for the following reasons: 1) for incapacity due to pregnancy, prenatal medical care of child birth; 2) to care for the employee’s child after birth or placement for adoption or foster care; 3) to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; 4) for a serious health condition that makes the employee unable to perform the employee’s job; 5) for qualifying exigencies arising from the employee’s spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation. A covered employer must grant up to 26 weeks of unpaid leave during a 12-month period for the following reason: 1) to care for a spouse, son, daughter, parent or next of kin or a current member of the Armed Forces, including a member of the National Guards or Reserves, with a serious injury or illness.

During FMLA leave, the employer must maintain the employee’s health coverage (if covered under the employer’s plan at time leave is requested) during FMLA leave. Any financial contribution to the coverage on the employee’s behalf will still apply; arrangements must be made through the employer to cover the employee’s financial
responsibility.

An employee is required to provide 30 days advance notice to request FMLA when the need is foreseeable; however, if 30 days is not possible, the employee should provide notice as soon as practicable generally within 1-2 days or as outlined by the employer’s general leave request policy. The employer will then inform the employee if they are eligible under FMLA.

For complete details of FMLA and/or to request leave, please see the Office of Human Resources for more information.

**JURY DUTY**

Employees are encouraged to fulfill their jury duty obligation. The Company will reimburse a full-time employee for their daily pay up to a maximum of 3 days per calendar year, less amount paid to the employee by the County or Federal agency. School Bus and Van Operators who work both the am and pm run will receive the difference of their run pay up to a maximum of 3 days per calendar year, less any amount paid to the employee by the County or Federal agency. The employee is required to present a copy of the check from the County or Federal agency and documentation supporting dates served to receive this compensation.

**PURCHASING AUTHORIZATION POLICY (Added 12/3/2009)**

This policy provides guidance to those individuals responsible for making purchases on behalf of the Company. For more details, please see your immediate supervisor/manager or contact Human Resources Department for a copy of the policy. Good business practices should be followed in obtaining competitive prices.

**REIMBURSEMENT OF TRAVEL EXPENSES**

Expenses for authorized travel are reimbursed in accordance with Company and Departmental policy when submitted on a Travel Expense Report. This form is to be submitted within 10 days after the end of the month in which the expenses were incurred.

**EMPLOYEE ASSISTANCE PROGRAM/CRISIS INTERVENTION**

The Company recommends you use the services of Holy Spirit Hospital through their Crisis Intervention Program, if you find yourself needing to speak with someone regarding various personal, confidential counseling issues. You can contact them at 717-763-2222, Holy Spirit 24 hour crisis hotline.
APPENDIX 1 – Drug-Free Workplace Policy Summary

ROHRER BUS SERVICE
&
ROHRER BUS SALES

DRUG-FREE WORKPLACE

NON-REGULATED POLICY SUMMARY

July 2014

IMPORTANT: This document is only a summary of Rohrer Bus Service & Rohrer Bus Sales’ official Drug-Free Workplace Policy. The official copy is available to all employees for their review and should be reviewed with respect to specific terms, definitions, or procedures. This policy does not create a binding employment contract or modify an existing contract.
Disclaimer & Statement of Copyright

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PURPOSE

Rohrer Bus Service & Rohrer Bus Sales (The Company) is committed to providing a safe, healthy, and productive work environment. Therefore, to meet this objective, as well as our obligations under applicable federal and state laws, The Company has a Drug-free Workplace Policy and program that provides The Company with reasonable measures to ensure that an employee drug or alcohol problem does not jeopardize the successful operation of our business, or otherwise negatively affect The Company, our employees, or the general public.

While it is not The Company’s intention to intrude into the private lives of its employees, The Company does expect employees to report to work in fit condition to perform their duties. We realize that employees with drug and alcohol problems make up only a small percentage of the workforce, and also recognize that having a Drug-free Workplace Policy will benefit all employees.

WHO IS COVERED

The drug-free workplace policy covers all employees of The Company. Employees who are covered under the DOT/FMCSA regulations must comply with the DOT/FMCSA regulated rules as well and may contact a member of the Human Resources Department for a copy of the Rules.

AVAILABILITY OF TREATMENT

Should there be a need for treatment, coverage is based on the parameters set forth in the employee’s medical benefits plan. Employees who participate in another provider’s plan should refer to that plan to determine what coverage is available. Employees are responsible for all costs of treatment that are not covered by their applicable medical benefits plan.

SUPPORT FOR VOLUNTARILY SEEKING HELP

Employees who undergo voluntary counseling or treatment that continue to work are subject to the same job performance and behavior standards as other employees. As is the case of all employees, those seeking voluntary counseling or treatment who fail to meet performance standards will be subject to disciplinary action.

When treatment is necessary, coverage is based on the parameters set forth in the medical benefits plan. Employees are solely responsible for all costs of treatment not covered by their applicable medical benefits plan.

INTERVENTION

Due to the fact that substance abuse often involves denial of the problem, many abusers do not voluntarily seek treatment. In such cases, The Company reserves the right to intervene.

Intervention by a Supervisor or Manager: Whenever a supervisor or manager believes a fellow employee or supervisor or manager’s behavior and/or action(s) may be related to the use of drugs or alcohol, the supervisor or manager will take appropriate action, which may include a drug and/or alcohol test. A supervisor or manager not taking action when he/she believes an employee’s or supervisor’s or manager’s behavior and/or action(s) may be related to the use of drugs or alcohol may lead to disciplinary action up to and including termination.
Intervention by an Employee: Whenever an employee has reasonable suspicion, as defined in the Appendix, that the questionable behavior and/or action(s) of a fellow employee, supervisor, or manager may be related to the use of drugs or alcohol, the employee should contact the individual’s immediate supervisor or a member of the Human Resources Department. The information provided to him/her is confidential. He/she will pursue the situation based on appropriate procedures.

Prohibited Conduct

The Company has defined employee conduct that is prohibited on company property, on company business, and in company-supplied vehicles or vehicles being used for company business or during working hours. The policy lists the prohibited conduct, with the following as only examples of such prohibited conduct:

- Use, possession, manufacture, distribution, attempted distribution, dispensation, attempted dispensation, sale, attempted sale, purchase, attempted purchase, cultivation, or storage or being “under the influence” of illicit drugs (defined as a positive test result);

  IMPORTANT: In accordance with Federal law, The Company does not allow any employee to use, possess, cultivate, manufacture, distribute, dispense, sell, or store marijuana under any circumstance. Based on this, the company does not accept a medical marijuana card or a letter recommending/prescribing the use of marijuana for any reason.

  In addition, in accordance with Federal law, The Company does not allow any employee to use, possess, consume, distribute, store or be under the influence of any synthetic drugs simulating the effects of cannabinoid, cocaine or amphetamine products.

- Unauthorized use, possession, or being “under the influence” of alcohol (defined as a breath alcohol concentration of .02 or higher, unless otherwise specified in the Permitted Conduct section of this policy summary);

  In addition, The Company prohibits employees who leave company property during work hours to consume alcohol if they will be returning to work (e.g. meals, breaks, between sales or service calls), unless otherwise specified in the Permitted Conduct section of this policy summary.

- Conviction for any criminal drug or alcohol statute for a violation occurring in the workplace, while conducting company business, while driving company owned or leased vehicles or personal vehicles for company business, or which is directly related to your job or creates an unreasonable risk of harm to property or to the welfare of employees or customers of the company or the general public.

- Failing to notify your supervisor or a member of the Human Resources Department of any criminal drug or alcohol statute conviction or arrest within 24 hours or the next working day for a violation occurring in the workplace, while conducting company business, while driving company owned or leased vehicles or personal vehicles for company business, or which is directly related to your job or creates an unreasonable risk of harm to property or to the welfare of employees or customers of the company or the general public.

- Failing to report any change in driver’s license status, within 24 hours or the next working day, to his/her supervisor, if his/her job function may include driving a vehicle for company business.

- Taking a prescription drug that is not according to their physician’s direction, as well as not following manufacturers’ directions when taking over-the-counter drugs.
Note: Employee’s in safety-sensitive positions must report to his/her supervisor the use of a prescription drug that may alter the employee’s physical or mental ability to perform his/her safety-sensitive function and must provide a memo from the prescribing licensed physician if it is recommended that the employee not continue to perform his/her job function for the term of the prescription or any specified restrictions. The type of drug being taken and the purpose for taking the drug need not be reported. The employee’s supervisor and a member of the Human Resources Department will determine whether the employee’s job assignment should be temporarily changed while the prescription is being administered.

- Refusing to consent to, remain ready for, cooperate with, submit to, or tampering with a drug and/or alcohol specimen or testing process when required under the policy including switching, substituting, adulterating, or diluting a specimen when collected for a drug or alcohol test;

- Refusing to sign the Drug-Free Workplace Policy Acknowledgment and Consent Form or the Rehabilitation Agreement when required is a violation of the policy;

- Failure to not notify the designated manager when contacted to report for duty outside the employees scheduled shift – not previously scheduled, when the employee believes that he/she may be under the influence of drugs and/or alcohol, as defined above. The manager contacted by the employee will determine if the employee shall report to work.

- Having any drug or alcohol statute conviction or arrest or engaging in the following conduct, either off company premises or during off-duty hours:
  - Possession, use, manufacture, distribution, dispensation, cultivation or sale of controlled substances, illegally used drugs, or alcohol off company premises that may adversely affect the company, the employee’s work performance, or the employee’s safety, others’ safety at work or the general public
  - Illegal use of legal substances off company premises or during off-duty hours that may adversely affect the company, the employee’s work performance, the employee’s safety or others’ safety at work

### PERMITTED CONDUCT

The Company never encourages the consumption of alcohol. However, The Company permits the consumption, possession and storage of alcohol under the following exceptions. *Nevertheless, these exceptions:*

- Do not permit any employee to be under the influence of alcohol, which is a BAC of .04 or higher;

- Do not permit consumption of alcohol at any time by underage persons;

- Do not permit the consumption more than two (2) drinks in the first hour and more than one (1) drink per hour thereafter; and

- Require all employees who are covered under the DOT/FMCSA regulations to comply with the DOT/FMCSA regulated rules pertaining to the consumption and storage of alcohol.

Consumption of alcohol will be seen as a violation of the policy unless expressly permitted below.

- Consumption of alcohol is permitted while attending a mandatory or non-mandatory company-sponsored function, ONLY if consumption is authorized in advance by a member of Upper Management of The Company.

  *At any mandatory or non-mandatory company-sponsored function, no alcohol is to be served unless it is served by a professional bartender.*

- Consumption of alcohol is permitted while attending professional events, including professional association meetings.
• Consumption of alcohol is permitted while conducting business-related entertainment with non-company personnel, including sales functions, or while traveling on business.

• Consumption of alcohol is permitted while conducting business-related entertainment with company personnel, ONLY if consumption is authorized in advance by a member of Upper Management of The Company.

• Consumption of alcohol is permitted by an employee who operates a company supplied vehicle and is authorized to operate the vehicle on personal time and the employee is not on company time or on company business, ONLY if consumption is authorized in advance by a member of Upper Management of The Company.

Note: See the Glossary in the Appendix for the definition of Upper Management.

NOTE: While traveling overnight on The Company business, the employee is to follow the appropriate conduct established in this policy from the time the employee begins travel until he/she returns from the travel, including after business sessions have concluded.

The company may provide reimbursement for the above designated number of alcoholic drinks only in the situations listed above.

For purposes of this policy, one drink equals a 1.5-ounce of 80-proof alcohol, a 5-ounce glass of wine, or a 12-ounce beer. As a guideline, an individual weighing 180 pounds who consumes two (2) drinks in one hour will have an approximate alcohol level of .04 BAC. A 120 pound individual consuming two (2) drinks in one hour will have an approximate alcohol level of .06 BAC.

Based on the exceptions above, if a situation occurs where an employee believes that he/she may be “under the influence” of alcohol, or when a designated member of management believes an employee may be “under the influence” of alcohol, the employee is not permitted to drive a vehicle. If an employee drives a vehicle against the direction of management, it will be considered a violation of the policy. When it is necessary for the employee to take a taxicab, the reasonable costs may be reimbursed by The Company.

Possession and storage of alcohol containers will be seen as a violation of the policy unless expressly permitted below.

• Storage of unopened, sealed alcohol containers which are not visible and are locked in an employee’s vehicle, or company-supplied vehicle authorized for personal use, while the vehicle is on company property, being used for company business, or during working hours is permitted. Storage of unsealed containers of alcohol will be seen as a violation of the policy.

• The Company will provide a storage facility to employees who need to store unopened, sealed containers of alcohol for company events during working hours. Arrangements for storage can be made with unless authorized by a member of Upper Management of The Company or his/her designee.

NOTE: For the storage exceptions above, this does not apply to those company-owned vehicles with company insignias, unless authorized by a member of Upper Management of The Company. No containers of alcohol, including those that are unopened and sealed, are to be placed or stored in vehicles with company insignias.

Kinds of Testing

The only way to know with certainty if an employee is under the influence of drugs or alcohol is to conduct a test. The methods used to determine the presence of alcohol or drugs in the system under this policy include a urine, saliva, blood, and/or breath test. Therefore, for the safety of all our employees, The Company tests for drugs and/or alcohol in the following circumstances:

• During the pre-employment period

• Where there is reasonable suspicion of prohibited drug or alcohol use;
• After an accident/incident;
• On a random basis; and
• When required by the government.

The Company has adopted procedures that respect employees' privacy and confidentiality to the greatest extent possible. For example, before The Company requests a reasonable-suspicion test, a supervisor must document all suspected behavior and confer with another supervisor/manager to discuss the situation and to receive authorization for a referral. Whenever possible, the supervisor will discuss the reasonable suspicion referral with the employee in a private location. Further, to ensure testing reliability, The Company has chosen a testing laboratory, which uses the most accurate and advanced testing methods available.

Finally, before a positive test result is reported to The Company, an outside Medical Review Officer (MRO), who is a licensed physician, will review the test result. The MRO will contact the employee for further information. If an employee has a legitimate medical explanation for the positive test and the MRO has verified the explanation, the test will be reported as negative to the company.

**Consequences**

Any violation of the Drug-Free Workplace Policy, even a first offense, may be a basis for disciplinary action, up to and including termination. However, particularly serious violations, such as selling drugs at The Company, will normally result in immediate termination and referral for criminal prosecution. In addition, employees should be aware that:

- A positive pre-employment drug test will result in a no hire determination.
- A refusal to submit to or a failure to report for or tampering with a drug or alcohol test will result in immediate termination.
- A positive drug or alcohol test result will result in immediate termination.

Employees who violate the policy or whom The Company refers to assessment or treatment will be required to sign a rehabilitation agreement. Employees must comply with all of the treatment conditions, or they may be terminated. Employees are always required to meet the established standards of conduct and job performance while undergoing substance abuse treatment.

For the purposes of Worker’s Compensation, should an employee produce a positive drug or alcohol test result or refuse to submit to a drug or alcohol test as required under this policy, his/her eligibility for compensation and benefits may be affected.

**Cost of Testing**

The Company will pay for any drug and/or alcohol test that it requests or requires. Should an employee request a retest, the cost is to be assumed by the employee unless otherwise stated.

**Inspections**

Should The Company have reason to believe that an employee may be in possession of alcohol, drugs, or drug paraphernalia on company property or on company time, The Company may search company property or may request that the employee empty the contents of his or her personal effects or personal vehicle on company property or on company time.
SAFETY-SENSITIVE POSITIONS

Any job position determined by The Company which by the nature of the work involved is accompanied by such risk, by the nature of the work involved, that even a momentary lapse of attention could have serious consequences to the safety of the co-worker, other co-workers, customers, the company, or the general public. For purposes of this policy, the following are the designated safety-sensitive positions:

- All personnel driving company owned or leased vehicles
- All personnel driving personal vehicles for company business
- All fork lift drivers
- All graphics personnel
- All maintenance personnel
- All mechanics
- All service department personnel
- All shipping and receiving area personnel
- All shop and parts personnel

CONFIDENTIALITY

All information concerning drug or alcohol testing referrals and testing results, or treatment and rehabilitation of an employee will be kept confidential.

RESERVATION OF RIGHTS

Rohrer Bus Service & Rohrer Bus Sales reserves the right to interpret, change, or rescind the policy in whole or in part, with or without notice. In addition, changes to applicable federal or state laws or regulations may require The Company to modify or supplement the policy. This policy does not create a binding employment contract.

WORKERS COMPENSATION GUIDELINES

A work-related injury is one that occurs during an employee's work schedule that has been approved by a supervisor. Injuries that occur during this time must be reported within 24 hours to the Office of Human Resources and the employee's supervisor. If the work related injury is not reported in a timely basis or the employee refuses treatment by one of the company's panel physicians, The Company will not be responsible for any medical cost incurred. An employee being treated for a work-related injury must be treated by one of the physicians on the authorized physicians list for a period of 90 days from the date of the injury.

Employees may not modify their assigned work schedules for any PERSONAL activities such as; but not limited to, going to/from the grocery/department/shopping stores/centers, going to/from the post office, going to/from doctor’s appointments, going to/from child care centers or pickup/drop off locations for meeting care givers or individuals transporting the employee’s children. (If an injury occurs while the employee is doing PERSONAL activities not pre-approved in writing by their supervisor, these PERSONAL activities are not covered by the workers compensation policy.) Any change in an employee's work schedule must be pre-approved by their appropriate supervisor and given to the employee in writing.
It is also the employee’s responsibility, if parking a company vehicle at their home, to maintain an area that is accessible and safe to enter and exit the vehicle. Parking on slopes, hills, in ruts, unleveled areas, etc. are prohibited.

Reporting a work-related injury that is fraudulent would be grounds for termination of employment by The Company.

RETURN-TO-WORK PROGRAM

The health and welfare of our employees is a top priority for The Company. When one of our employees experiences a work-related injury or illness, we are committed to assisting employees to return to work as soon as possible, while still providing adequate care.

We have implemented a Return-to-Work program that is designed to help return injured employees back to productive work quickly and aid in the healing process. The program depends on the team effort of the employee, supervisors, our insurance company, the treating healthcare provider, and company management.

Our Return-to-Work program incorporates temporary, transitional-duty jobs that consist of some type of modification to the original job, a different job, or several part-time tasks combined into one job. At management’s discretion, and to the extent the employee’s physical limitations and company operations permit, a transitional-duty job will be provided until the treating healthcare provider releases our employee to his or her full, regular work.

Through this program, the company will help the injured employee recover at a more rapid rate and minimize employee wage loss. At the same time, The Company benefits from having our employees providing a service and contributing to the overall productivity of our business.

For additional information regarding our Return-to-Work Program, contact:

Name: Kathy Gilbert
Title: Human Resource Supervisor
Phone: (717) 957-3811 EXT. 218

Authorized Physicians List for Work-Related Injuries for employees of Rohrer Bus

If you sustain an injury while at work, you must notify your supervisor immediately, who will direct you to Kathy Gilbert (717) 957-5105 or Safety Department at (717) 957-3811 for reporting and treatment assistance, unless a life threatening injury has occurred. If a life threatening injury occurs, you should go immediately to the closest medical facility that can provide treatment to you.

The following conditions apply to your work related injury or illness:

1. You must seek care from one of the panel physicians listed below for your initial treatment and for the next ninety (90) days of treatment. Failure to comply with this requirement may result in denial of payment.
2. Your employer is responsible for medical treatment and equipment supplies that are reasonable and necessary for your work related injury, as long as treatment is obtained from a designated provider during the first 90-day period.
3. You have the right, during the first 90-day period, to switch from one healthcare provider on the list to another.
4. Your employer will be responsible for any treatment received from a provider you have been referred to by your designated provider.

5. You may seek emergency medical treatment from any provider, but all subsequent non-emergency treatment shall be received by a designated provider for the remainder of the 90-day period.

6. Your employer shall pay for reasonable, necessary and causally related medical treatment received from any healthcare provider after the 90-day period has ended, as long as you notify your employer of the action or choice within 5 days of the visit to your provider of choice.

The Facilities listed should be used during regular working hours based on Monday through Friday 8:00 am to 5:00 pm, some hours may vary.

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Eye Center</td>
<td>137 JPM Road, Lewisburg, PA 17837</td>
<td>(570) 523-3937</td>
</tr>
<tr>
<td>Hershey Spine &amp; Sports Rehabilitation</td>
<td>619 E. Main Street, Hummelstown, PA 17036</td>
<td>(717) 566-6000</td>
</tr>
<tr>
<td>Holy Spirit Occupational Services</td>
<td>890 Poplar Church Road, 1st Floor, Suite 100</td>
<td>Camp Hill, PA 17011</td>
</tr>
<tr>
<td>Kilmore Eye Associates</td>
<td>890 Century Drive, Mechanicsburg, PA 17055</td>
<td>(717) 697-1414</td>
</tr>
<tr>
<td>Medical &amp; Surgical Specialty Group</td>
<td>Dr. Marie Margiotti, Orthopedic</td>
<td>518 Rts. 6 &amp; 209, Milford, PA 18337</td>
</tr>
<tr>
<td>Medical &amp; Surgical Specialty Group</td>
<td>Dr. Marie Margiotti, Orthopedic</td>
<td>518 Rts. 6 &amp; 209, Milford, PA 18337</td>
</tr>
<tr>
<td>Milford Urgent Care</td>
<td>111 East Catharine Street, Milford, PA 18337</td>
<td>(570) 409-9700</td>
</tr>
<tr>
<td>Northeast Eye Institute</td>
<td>200 Mifflin Avenue, Scranton, PA 18503</td>
<td>(570) 342-3145, (570) 587-5186, (570) 253-1720</td>
</tr>
<tr>
<td>Northeast Eye Institute</td>
<td>503 South State Street, Clarks Summit, PA 18411</td>
<td>(570) 587-5186, (570) 253-1720</td>
</tr>
<tr>
<td>Orthopedic Institute of PA (O.I.P)</td>
<td>1 Dunwoody Drive, Carlisle, PA 17015</td>
<td>(717) 249-6112</td>
</tr>
<tr>
<td>Orthopedic Surgeons of Central PA</td>
<td>550 North 12th Street, Suite 140, Lemoyne, PA 17043</td>
<td>(717) 901-8000</td>
</tr>
<tr>
<td>Patient First</td>
<td>107 South Sporting Hill Road, Mechanicsburg, PA 17050</td>
<td>(717) 943-1781, (717) 943-1566</td>
</tr>
<tr>
<td>Premier Eye Care</td>
<td>92 Tuscarora Street, Harrisburg, PA 17104-1691</td>
<td>(717) 232-0843, (717) 238-6757</td>
</tr>
<tr>
<td>Premier Eye Care</td>
<td>2745 N. Front Street, Harrisburg, PA 17110-1265</td>
<td>(717) 238-6757</td>
</tr>
<tr>
<td>Schuylkill Health OccMed Center</td>
<td>420 South Jackson St., 4th Floor, Pottsville, PA 17901</td>
<td>(570) 621-5067</td>
</tr>
<tr>
<td>Select Physicians Therapy</td>
<td>2 Kacey Court, Suite 101, Mechanicsburg, PA 17055</td>
<td>(717) 591-1807</td>
</tr>
<tr>
<td>Sun Orthopedic Group</td>
<td>900 Buffalo Road, Lewisburg, PA 17837</td>
<td>(570) 524-4446</td>
</tr>
<tr>
<td>Treichler Sports &amp; Family Chiropractic</td>
<td>431 Bridge Street, New Cumberland, PA 17070</td>
<td>(717) 774-5376</td>
</tr>
<tr>
<td>Worknet Occupational Medicine</td>
<td>6108 Carlisle Pike, Mechanicsburg, PA 17050</td>
<td>(717) 691-9560, (717) 920-5910</td>
</tr>
</tbody>
</table>

The Facilities listed should be used during regular working hours based on Monday through Friday 8:00 am to 5:00 pm, some hours may vary.
## Authorized Hospital List for Work-Related Injuries

The following lists of Hospitals are to be used only in case of injury in the evenings or weekends, when the other office facilities are closed. However, in cases of serious, emergency injuries/conditions, the employee should be transported to the nearest emergency medical facility for treatment.

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bon Secours Community Hospital</td>
<td>160 E Main Street, Port Jervis, NY 12771</td>
<td>(845) 858-7000</td>
</tr>
<tr>
<td>Evangelical Community Hospital</td>
<td>One Hospital Drive, Lewisburg, PA 17837</td>
<td>(570) 522-2000</td>
</tr>
<tr>
<td>Hershey S. Medical Center</td>
<td>500 University Drive, Hershey, PA 17033</td>
<td>(717) 531-8333</td>
</tr>
<tr>
<td>Holy Spirit Hospital</td>
<td>503 North 21st Street, Camp Hill, PA 17011</td>
<td>(717) 763-2461</td>
</tr>
<tr>
<td>Moses Taylor Hospital</td>
<td>700 Quincy Avenue, Scranton, PA 18510</td>
<td>(570) 770-5100</td>
</tr>
<tr>
<td>Schuylkill Medical Center – East Emergency</td>
<td>700 East Norwegian Street, Pottsville, PA 17901</td>
<td>(570) 621-4090</td>
</tr>
<tr>
<td>Schuylkill Medical Center – South Emergency</td>
<td>420 South Jackson Street, Pottsville, PA 17901</td>
<td>(570) 621-5060</td>
</tr>
<tr>
<td>Sunbury Comm. Hospital</td>
<td>350 North 11th Street, Sunbury, PA 17801</td>
<td>(570) 286-3555</td>
</tr>
</tbody>
</table>
CHAPTER 2 – SERVICE DEPARTMENT

Rohrer Bus has established a reputation of providing safe, modern, and well-maintained bus services throughout Pennsylvania. Each employee plays a very important role in helping The Company realize these goals. A total commitment is made to provide quality services through hiring and continually training a quality work force. Your help as part of the maintenance team in providing high customer service is greatly appreciated. Remember… Safety is our First Responsibility!

INTRODUCTION

The Company Maintenance Team recognizes that the key to providing the safest, most dependable transportation is an effective preventative maintenance program. Total team cooperation is essential to providing the high quality transportation service that Rohrer Bus has become known to provide.

Through guidelines published by the manufacturers, as well as our own experience, the Rohrer Bus maintenance team has developed an extremely effective and industry-leading maintenance program. This program is continually monitored by all members of our staff and modified as necessary to reflect changes in equipment, equipment specifications, equipment utilization, industry standards, and available product.

Our fleet of 700+ pieces of buses, vans, and service equipment is maintained at three (3) locations. The main service facility is located at our Company Headquarters in Duncannon, PA. This 14-bay garage has 24,000 square feet of service area, including a full-service body shop, and provides service to the majority of our fleet. Two satellite facilities, one in Lewisburg, PA and the other in Matamoras, PA, provide services to equipment in the immediate vicinity of each respective shop.

A knowledgeable, trained team of Technicians, Foremen, Supervisors, Parts Staff, and Floor Helpers staff the Service department. A Shop Foreman, Technicians and Floor Helpers staff the Lewisburg and Matamoras service facilities.

All Service Technicians carry valid CDL licenses, PA State Inspection Licenses, and most are ASE certified.

During the hours when the service facilities are closed, we have a minimum of four (4) Service Team Members on call. A Shop Foreman and two (2) Service Technicians from the Duncannon facility and one (1) Service Team Member from the Lewisburg & Matamoras facilities.

SAFETY

Safety is everyone’s responsibility. No job must ever become so routine or so urgent that each and every safety precaution is not taken. The prevention of personal injury and property damage must always remain at the forefront in the mind of every employee. It is the employee’s responsibility to report any unsafe equipment or conditions to their Supervisor. Chapter 4 in this handbook outlines our safety policies and procedures.
FACE & EYE PROTECTION POLICY

Protective eyewear of an appropriate type shall be available and used to protect employees and visitors when exposed to eye or face hazards. These hazards exist from flying particles, molten liquids, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

RESPIRATOR POLICY

The Company has adopted a very detailed program for respirator protection. Each employee involved in a job that requires the use of a respirator will be given a detailed copy of the specific items that must be followed in accordance with OSHA guidelines.

WORKING HOURS

Full-time employees of The Company will work a 40-hour week. The workweek will start at 00:01 Monday and conclude at 24:00 Sunday.

In the case of illness or unforeseen absence you are responsible for notifying the Shop Foreman as soon as possible, but no later than 2 hours before the start of your assigned shift. You must also indicate when you intend to return to work. Please refer to Chapter One for all other policies related to PTO, illness and leave of absence.

OVERTIME HOURS

The Company will make every reasonable effort to distribute overtime equally among all employees. Any employee who has worked overtime at any time in the regular work week will be permitted to work his/her regularly schedule hours for the balance of the work week. Every effort is made to plan required overtime with due regard for impact on employees as well as needs of the The Company. An employee will be expected to work overtime when it is assigned. Employees will not work more than forty (40) hours per week without authorization.

Mandatory overtime may be required during the period of June 15 – September 30 of each calendar year. Mandatory overtime should also be expected during any weather-related emergency, especially now, ice, and flooding.

CALL IN TIME GUARANTEE

Any service employee who is called in to work after the end of his/her regular shift will receive no less than three (3) hours pay at the prevailing rate. All employees will be given notice of their holiday work schedule at least five (5) working days before the holiday.
BAD WEATHER

In case of a severe storm, as determined by management, the following policies will be in effect:

- **ALL Parts and Service Team Members are essential employees**
- **Mandatory** overtime will be placed into effect
- **Snow/Extremely Cold** – All Parts and Service employees are expected to make every reasonable effort to report to work for their regular shift and be prepared to work overtime. Rohrer must have all fleet equipment on-line and ready to work to fulfill our various transportation contracts.
- **Other Weather Emergencies** – All Parts and Service employees are expected to report for your normal shift, unless directed otherwise by management.
- **All Parts and Service Team Members should** come prepared with proper attire, (insulated coveralls, boots, gloves, etc.) to work OUTSIDE for the duration of any weather situation. The Company must be ready to fulfill our contractual obligations and insure all equipment is safe and available for service. We must also insure that passengers safely reach their destination.

Employees who are unable to report to work during weather emergencies will be allowed to take a day of accrued Paid Time Off.

PAID TIME OFF (PTO)

The PTO Policy is outlined in the Employee Benefits section of this Handbook. However, your cooperation will always be appreciated in limiting your PTO usage over the period of June 1 thru September 30 each year due to our heavy seasonal work load.

Management reserves the right to refuse to grant any leave during the period of July 15 thru Labor Day Weekend, and from Thanksgiving Day thru December 20 each calendar year. Such restrictions may apply during other times of the year depending upon work load and availability of employees.

DRESS CODE/WEARING APPAREL

All Parts & Maintenance Employees, after 90 days of employment, will be provided with uniforms, which consist of 11 shirts, 11 pairs of pants, and one (1) jacket with laundry service. These uniforms are provided to convey a neat professional image. Employees are expected to wear the provided uniforms during working hours, along with leather work boots. T-shirts, old jeans, etc. are not acceptable, and should not be worn except during emergencies. Sneakers are NOT acceptable foot wear in the work area.

Please report any shortage or worn/damage uniforms as soon as possible to the service office. Shorts will NOT be permitted in any Parts or Service areas. Hair that falls loosely over the shoulders should be contained in some manner especially near moving or rotating machinery. Any watches, rings, bracelets, or other jewelry, which dangles in an unsafe manner is not to be worn in the Service/Parts areas.
The uniform company will be picking up the soiled uniforms weekly at approximately 6:00 am on Tuesdays. Be sure to have your dirty clothes here for collection.

**USE OF COMPANY TOOLS**

Do not remove any Company-owned tools from the building for personal use without FIRST GAINING APPROVAL from the Shop Foreman, on duty at the time.

**STORAGE OF SHOP EQUIPMENT**

All small shop tools will be stored in the parts room. The parts counter staff will be responsible for distributing tools to the technicians on an as-needed basis. The tools will be signed out, and the technician will be held responsible for its return. The technician will be responsible for having the tool clean and in safe operating condition when returning the tool to the Parts Department. Any defect or wear, which would render the tool unsafe or unusable, should be reported immediately.

All large tools will be assigned storage areas throughout the shop. Please return these tools to their proper storage area as soon as you have finished using the tool. Report any unsafe or unusable equipment to the Shop Foreman or Parts Counter Staff.

**OUT OF SERVICE VEHICLES**

Any vehicle, which is unsafe for use, or should not be used, will have an “Out-Of-Service” tag tied to the steering wheel and the keys will be brought to the shop office.

**LOCKOUT/TAGOUT (LOTO) PROGRAM** (Revised 12/3/2009)

Lockout/Tagout (LOTO) is a procedure which covers the servicing and maintenance of machines and equipment, or release of stored energy which could cause injury to employees or bystanders. The Company LOTO program establishes the minimum performance requirements for control of hazardous energy. This program applies to all employees who operate, use, maintain, or service a machine or equipment for which LOTO is required. All employees who utilize equipment under the LOTO Program will receive appropriate training. LOTO information will be displayed within each respective facility, and detailed information will be on file and available in the Service Department.

**WORK AREAS**

Care should be exercised in maintaining a neat, orderly, and, most importantly, safe work area. Work areas will be kept clean on an “as-you-go” basis. Please think of your fellow workers and keep all areas neat and clean. The last ten (10) minutes of your shift will be spent cleaning the bay you were last working in.
BUILDING, GROUNDS, & EQUIPMENT PREVENTIVE MAINTENANCE

The shop preventive maintenance schedule will be strictly adhered to. The daily, weekly and monthly shop PM Inspection will be completed by whoever is designated by the Shop Foreman.

Large items needing repair should immediately be reported to the Shop Foreman or Parts Manager.

PERSONAL USE OF SHOP FACILITIES

The Shop Foreman must approve any personal use of the shop. The Company facility is available for personal use only during business hours, when it does not conflict with any normal shop operations.

AIR TOOL REPAIR

After five (5) years of employment by The Company your personal air tools used in your everyday work assignments may be maintained and repaired by The Company at the discretion of the Vice President of Maintenance.

CARE OF FLEET SUPPORT VEHICLES

The cars and trucks of the fleet are fleet support vehicles, and they are an important intricate part of our service program. Only properly licensed operators may operate said equipment. When you use any fleet vehicle:

1. Check oil, water, and fuel, before each use.
2. KEEP TWO WAY RADIO ON PROPER CHANNEL, AND INSURE THE VOLUME AND SQUELCH IS PROPERLY ADJUSTED.
3. NO SMOKING at any time in any company-owned vehicle.
4. Drive with caution! Obey all speed limits and traffic laws.
5. When returning, please make sure interior is clean and fill the fuel tank
6. Note any repairs needed to the service department, including service or PA Inspection due.
7. KEEP IT CLEAN!

Remember, while operating a company vehicle, you are representing Rohrer Bus and the values in which this company is based upon. Above all, please drive safely and courteously!

FORKLIFT OPERATION

Only employees designated, trained and certified may operate the forklift. Under NO conditions will the forklift be used as a push vehicle for the maintenance department. Seat belt MUST be worn while operating forklift.
The oil and water must be checked before each use and the valve on the gas bottle must be turned off when finished.

**SERVICE TRUCK**

The service truck has become an indispensable piece of equipment. To keep it as functional as possible please see that the following rules are followed:

1. Check oil, water and fuel before leaving.
2. Keep radio on the proper channel.
3. Drive responsibly and respectfully. Remember you are representing Rohrer Bus.
4. Restock any supplies/parts immediately upon return to the shop.

**PENNSYLVANIA INSPECTIONS**

All Pennsylvania State Inspections will be carried out within the guidelines set forth by the Commonwealth of Pennsylvania.

Any employee of The Company found guilty of an illegal inspection will immediately be subject to discipline up to and including termination of employment.

Employees of The Company may inspect their own vehicle, if the vehicle conforms to the Pennsylvania Inspection Code. If you inspect your personal vehicle on your own time, you will be charged a $5.00 fee to defray the cost of the sticker and processing. Employees who do not have their own State Inspection License will be charged ½ of the normal rate. Employees are expected to limit their personal reduced rate inspections to two (2) inspections per year. Additional inspections will be charged at the normal shop rate.

Any voided stickers will be reported to the Shop Foreman at once. The voided sticker will be returned to the Service office.

Take care to make sure stickers are used in proper serial number sequence. When issuing replacement stickers, the old (replaced) sticker must be returned to the Service office.

**WORK ORDER INFORMATION**

Record Keeping is a critical part of the repair process. Each technician is responsible to review the entire repair order. The following information must be gathered and placed on the work order, if not already provided:

- Vehicle mileage
- Complete narrative of Repair cause and correction
- Component serial number
CHAPTER 3 – OPERATIONS DEPARTMENT

INTRODUCTION

The Operations Department oversees the majority of The Company fleet of drivers. This department consists of 700+ school bus/van drivers in over 17 school districts, several Intermediate Units, and multiple seasonal contracts. Between part-time and full-time drivers, there is always a dedicated employee that is able to be dispatched wherever needed.

During the summer and holidays, our buses shuttle patrons of Hersheypark from the Hershey Hotel, Lodge, and Campground. Other types of shuttle service also keeps this department busy with summer camps, charter trips, and year-round events at the Pennsylvania State Farm Show Complex.

The staffing in this department consists of the Operations Manager, Office Supervisors, School District Supervisors, Transportation Coordinators, and several classifications of drivers. The Operations Department is staffed to coordinate the daily activity of driver dispatching. Request for field trips and charter work is priced, entered, and billed through the Operations Department.

This fast-paced department shows a high level of performance because of their dedication to our customers’ needs.

YOUR POSITION AND TRAINING

The transportation of students to and from school is a vital part of our educational system. You, as a safe and reliable school bus or van driver, are the very reason why Rohrer Bus has become the successful company that it is today. This success is contributed predominantly to the quality of training and performance displayed by all of those involved.

Safely operating any vehicle requires the driver to call upon many different skills. Not only must you be a competent operator of the vehicle under all conditions, but you must also be skilled in student, adult, and community relations. As a driver, you provide a very important customer service function for the company.

During the first few months with Rohrer Bus, you will be involved in a program designed to acquaint you with the company and its operations, as well as the skills and responsibilities as a safe vehicle operator. At any time when something is not clear or you have questions or comments, we urge you to discuss them with your Supervisor, the instructor, or management. We welcome your questions and your opinions. You, as a company employee, are expected to carefully read, understand, and abide by following the work rules and procedures for becoming and remaining a qualified driver.

COMPENSATION

Each driver is responsible for maintaining a current, accurate, and complete Time Work Sheet for a two-week period consistent with each pay period. Your time sheets are to be turned into your Supervisor immediately at the end of the pay period. Pay periods end on the 15th of the month and the last day of the month.
These sheets are reviewed and approved by the driver’s Supervisor and then submitted to the Payroll Department for processing. Because a computer generates paychecks, accounting operates on a strict schedule. Therefore, it is necessary that your time sheet be turned in on time. Failure to submit a time sheet before the deadline will result in those hours being processed for the next pay period.

**DRESS CODE AND GENERAL APPEARANCE**

Every driver is expected to maintain a neat and clean personal appearance. Employees must be in appropriate attire and wear proper footwear. Flip-flops, clogs, any other type of backless shoes, and high heels are not permitted. Tube tops, midriffs, short shorts or skirts, cutoff shorts, and any clothing with inappropriate wording or offensive logos (tobacco, beer, etc.) are not permitted. Hair should be kept neat and clean. When you are operating a company vehicle, you are representing Rohrer Bus and the values that this company is based on. Therefore, you are expected to promote a respectful atmosphere while setting a good example for your passengers and co-workers.

**CUSTOMER SERVICE**

Meeting customer expectations is a high priority of the company. Every employee has a role to play in helping The Company provide the best possible service to its customers. Our drivers and Supervisors play an important role in meeting the customer service expectations.

**WORK ASSIGNMENTS**

Drivers are assigned various work hours depending upon our customers’ needs. Every effort is made to accommodate an employee’s desired hours of work. However, when two or more persons seek the same assignment, seniority with the company will be the basis for selection.

Employees will report for duty at the time and place specified by their Supervisor and, at that time, be physically and mentally fit, properly attired, and ready to assume on-duty status.

**EMERGENCY TIME OFF**

Contact your Supervisor as soon as possible, but no less than a minimum of two (2) hours before the normal reporting time. When marking off, each driver will advise their supervisor what the reason is and when he or she will be returning. Do not leave a message! You must speak to your supervisor.

Emergency Time Off will also affect the 3 Personal Days as explained in the “Personal Leave” section.

For an extended illness, the driver will keep the Office of Human Resources informed as to the date they expect to return to work. A leave of absence may be requested for extended illness. Extended leave of absence starts after a driver has been off more than 15 working days. (See the General Section regarding Company Policy for Leave of Absence).
PERSONAL LEAVE

Up to three (3) days during a school year may be used as Emergency Time Off and Personal Leave. Such time off is considered leave without pay for attendance. This time off or leave may be taken in either half-day or full-day increments. A driver must notify their supervisor in writing for the personal leave **seven (7) days** in advance or more. Leave may be denied because of driver shortage or if multiple requests have been made for the same time period. You must return your vehicle to the bus lot for the spare driver to use in your absence.

The three (3) personal days will not affect the attendance bonus, as long as no more than one (1) is used per quarter. These days, however, will affect the Perfect Attendance Program. Leave is not carried over to the next year.

PERFECT ATTENDANCE PROGRAM

The Perfect Attendance Program was created to recognize those regular drivers that never missed a day of work for one full school year.

Qualifications:
- **All** bid or assigned routes are part of this program (AM, Noon, PM, Activity, Vo-tech, Kindergarten runs)
- **Must** be employed from the start of school year to the end
- **Must** attend all Safety Meetings
- **Exceptions are** trainers training or drivers doing a trip instead of the regular assigned run.

OTHER EQUIPMENT (RADIOS, DVD, PORTABLE TV’S, ETC.)

Employees are not permitted to install **any** equipment in company vehicles.

QUARRELING OR FIGHTING WITH EMPLOYEES

Employees will never behave disrespectfully or use threatening or insulting language towards other employees. Employees will not threaten violence against, or strike or attempt to strike any other employee. This behavior is grounds for immediate disciplinary action up to and including termination.

HORSING AROUND

In the past, there have been injuries to drivers because they were “horsing around”. This is unprofessional and inappropriate behavior. Please be mindful of your actions, even during a layover period. As an employee of Rohrer Bus, the image you project is a reflection of this company. In addition, when on a field trip the driver is not permitted to ski, skate, or participate in any other activity in which you could receive an injury that jeopardizes your ability to
safely operate the vehicle you are assigned.

**TRAVEL COMPANIONS**

Under no circumstances are there to be unauthorized persons on any vehicle at any time. No unauthorized companions will be tolerated on any trips, bus runs, or any company vehicles. This includes family members, friends and, in some situations, other employees.

**MISCELLANEOUS**

- Decorations will not be permitted in any of the windows, or the interior of the vehicle. Limited items with the use of magnets are permissible in the front of the vehicle only.
- Trash containers are not permitted in the vehicle, use a trash bag only and discard often.
- No objects should be hanging from emergency back door or blocking back door.
- Do not store any items in vehicles that could be considered projectiles.
- Do not tape paper on sun visors; they are to be kept clear.
- Cardboard or decorations of any nature are not permitted on the front engine hood and grill of the vehicle. Exterior labels and markings other than those specifically required or permitted by law or regulation shall be prohibited. This shall not prohibit the fixations of exterior labels and stickers of a temporary nature which have been approved by the school district as having educational value, and which do not obscure the “School Bus” labels.
- When bringing a vehicle in for service, be sure to leave the keys in the vehicle lockbox. We will make every effort to have the vehicle washed before leaving the garage when in for service.

**EMPLOYEE’S CHILDREN ON COMPANY VEHICLES**

Company policy does allow you the privilege of bringing your preschool children or preschool grandchildren with you on your school bus run. However, some school districts’ policies PROHIBIT your children from riding along. Please check with your Supervisor for your district’s policy. The privilege will be revoked if your children are a distraction causing unsafe driving practices.

*The following conditions apply for children riding along:*

1. There must be an available seat for each child
2. Children under school age must be in a seat belt and/or child car seat
3. Children must be well behaved
4. School bus rules apply to the driver’s children too
5. Drivers must adhere to all school district’s policies.

Due to limited buses with proper seat belt systems, we may not be able to accommodate the driver to transport your preschool child.
SCHOOL BUS LICENSE RECERTIFICATION

It is your responsibility to see that your license and certifications are up to date, you are legal to drive, and you carry them with you at all times. A current copy of all your licenses and physical paperwork is also required to be on file in the Office of Human Resources.

One (1) year prior to the expiration of your School Bus License, you are notified by the PA Department of Transportation that you must recertify. Over the course of the year immediately preceding your License’s expiration date, you must fulfill the necessary criteria for School Bus License Recertification.

In order to remain qualified as a school bus operator, every four (4) years you must:

- Attend and participate in a minimum of seven (7) hours classroom instruction.
- Take and pass a school bus knowledge test.
- Complete a minimum of three (3) hours of “in-bus” training by a certified instructor.

As a company, we offer many opportunities over the course of the year to obtain this recertification at no, or very little, cost to you. **If you allow your required certifications to expire, you are placed on immediate suspension without benefits.** Please keep in mind that if you are placed on suspension due to an expired School Bus License, you will lose the following benefits:

- Reimbursement for all certification or recertification costs.
- Reimbursement for your time to acquire your recertification.
- “Driver Seniority”, if you are unable to perform your regular work assignment. Please refer to the “Driver Seniority” section for further clarification.

In the event that you are placed on suspension for failing to update your School Bus Driver’s License, you will be given a short time to fulfill the necessary requirements before your employment is terminated. This time frame is dependent upon Rohrer’s next scheduled Certification class or Recertification class, whichever is soonest. Certification classes are typically held monthly, while Recertification classes are scheduled quarterly.

You will only be reinstated as a School Bus driver when, and only when, you produce a copy of your updated Pennsylvania issued School Bus Driver’s License.

SLEEPING CHILDREN CHECK

All drivers must walk through their vehicle at the end of each run. Drivers should look for children and lost items of value that have been left on the bus or van. A check shall be performed before departing from school and when the vehicle is parked. It is especially important to check for AM & PM kindergarten children. **If a child is left on your vehicle and you walk away, you will be terminated.** No driver shall transport a school student in an unauthorized vehicle that is not used for student transportation.
ALL TRIP SHEETS

Make certain that all spaces on the trip sheets are completed for each trip or special activity that you perform. These must be turned into the office within two (2) days after the trip is completed. Record the information on your timesheet and check your paycheck to be certain that you were paid. **REMEMBER: NO TRIP SHEET, NO PAY!** If you were not paid, our customer did not pay us most likely. The trip sheet is very important.

DRIVER’S RESPONSIBILITIES – SCHOOL BUS/VAN

- Never consume alcoholic beverages in the eight (8) hour period before driving your bus/van. Be sure you feel well and are alert.
- Always be at your vehicle when students are loading and unloading. Do not permit students to stand when your vehicle is in motion.
- Set a good example for your students to follow. Be cheerful and pleasant, but insist upon good conduct. Do not use profane language, smoke, or drink beverages while operating your vehicle. Practice courtesy to your students and other motorists. Be patient.
- Be on time. Pickup and discharge students only at assigned stops, unless instructed otherwise by authorized school officials. Do not alter your route without prior approval.
- Drivers must obey all laws to the fullest extent. Do not “RUSH”. Do not tailgate. Avoid backing up. School buses stop at railroad crossings, as required. Use warning signal lamps properly and with ample warning. Avoid excessive speeds.
- Adjust your driving and exercise extreme caution on wet roads, on roads with wet leaves, in winter weather and in poor visibility situations.
- Use prescribed practices in slowing, stopping and in rounding curves.
- Inspect your vehicle each day including a daily walk around and inside safety check. Report immediately any malfunction or signs of wear or damage.
- Exercise effective student discipline. Be firm but fair. Be consistent. Avoid favoritism. Do not threaten or use physical force. Never put a student off the vehicle if it is not their authorized stop. Write referral slips and let the responsibility of punishment rest with the school officials.
- Walk through your vehicle at the end of your run looking for sleeping students and items of value left on the vehicle. Return items to the school immediately and inform your Supervisor. Do not leave items of value in an unattended vehicle. Take item to your Supervisor.
- If you see a disabled Company vehicle, stop and see if you can help in any way or contact the Dispatcher, Supervisor, or Shop.
- If you become aware of any hazardous or bad road conditions on your routes, report them to the office. The Company will notify the Highway Department in an effort to have the conditions corrected.
- Disciplinary meetings with the employee are considered unpaid.
EXTRA WORK GUIDELINES

When a driver marks off a regular scheduled run, the Supervisor will assign the reserve driver who desires extra work (within their district) or spare drivers under the guidelines. When assigning non-scheduled runs, the Supervisor will assign these runs on a rotating seniority basis to those regular, reserve and spare drivers who desire extra work (within their district) under the following guidelines:

1. All drivers within their district will, before the opening of school, sign up if they desire extra runs.
2. All names, regular, reserve, and spare, will be placed on a rotating seniority board.
3. If a driver refuses a run, he/she will go to the bottom of the board.
4. All trips will be assigned on a rotating seniority basis. But when either of the following occurs, it will be at the company’s discretion to assign a driver to the trip.
   a. Where the bus is physically located in reference to the pick-up point of the run so that excessive mileage is not added to the trip
   b. No driver will be taken from his regular run to do extra work, unless it would be an emergency, or for company scheduling purposes
   c. Last minute trips

If a driver marks off a trip, the school bus district Supervisor or Operations Dispatcher may bypass those procedures so that proper schedules can be maintained.

FIELD TRIP PROCEDURES

Report time on any field trip is 15 minutes before the departure time. If you see that the group will not be leaving on time, call Rohrer base immediately. Do not wait until the last minute to let us know that you are having a problem. If a group waits until the last minute to leave and they tell you to “step on it”, be polite and just answer that you will do the best that you can. Remember --- speeding is in violation of company policy, State, and Local Laws (Safety First!).

Do not be rude, be polite. Do not be pressured into driving fast. Always be courteous to your group. Ask if you can assist them in any way and introduce yourself. Thank them when you have reached the destination.

Make certain that the aisle and back door are clear of any equipment brought onto the bus by the group. Always check the bus for items left on the bus before leaving your group. We have signs on the bus in reference to items left on the bus and keeping the aisle and back door clear to help you as a driver. If you do not have any in your bus, please ask us about these.

We want drivers to stay at the destination. However, if you wish to leave, it must be pre-approved by the office and you must stay within a 2-mile radius of your trip. Let the group leader know that you are leaving and ask them if they need anything off the bus. Verify what time they need you to return and tell them what time you anticipate returning. Remember, we are serving the customer. If they do not want you to leave, you must stay (unless it is a split trip and other arrangements have been made).

We will also contact the school in reference to sharp items such as skis and javelin poles to be better protected as not to harm anyone. These items should be placed under the seats or along a seat next to a window. Please, if you have a problem, do not argue with the customer, let Rohrer base know and we will handle it for you.
SPLIT TRIPS

There will be times when a trip is split. Let your group know that you are taking them one way and you will return after your bus run or that another bus and driver will be returning for them. Make sure the group leader knows the bus number and the name of the driver returning for them. During a split trip, let Rohrer base or the other driver know where you dropped off the group so that the other driver returns to the appropriate place for the pickup.

If you do a bus run in between, deduct the time spent on the bus run from the trip time. Return or report immediately to the trip pickup location when your bus run is complete. Let the group know that you are not responsible for items that are left on a bus during a trip.

Please, if you have a problem, do not argue with the customer, let Rohrer base know and we will handle it for you.

MULTIPLE VEHICLES FOR TRIPS

When more than one vehicle is used for a trip, the senior driver should normally take the lead vehicle, unless a junior driver is more familiar with the area. In any case, the vehicles should stay in the order they are assigned for the complete trip. We do not want vehicles on a multiple vehicle trip passing each other and “jockeying for position”. When on a multi-lane highway, all vehicles should keep in the same lane as much as possible and comply with State Law.

DRIVER SENIORITY – BID PROCEDURES

Categories of Drivers:

- **REGULAR DRIVER** – a driver that has seniority rights and takes a regular bus/van run and is available every day school is in session (a regular run is a full route am/pm not split).
- **RESERVE DRIVER** – Is a driver that has seniority rights and is waiting for their own bus or van run because one is not available upon hire. The reserve driver must be available every day school is in session.
- **SPARE DRIVER** – a driver that has no seniority rights and only drives as needed.

The following guidelines will be used for establishing and maintaining driver seniority bidding procedures:

1. School bus/van drivers who bid or are available to bid, and/or are assigned regular runs during a school year are given seniority rights for bidding runs, selecting buses and pay bonuses. Their seniority is maintained as long as they continue to be available to bid on and drive regular school runs during the school year.
2. A driver can maintain his/her seniority if work is disrupted for any of the following reasons:
   a. Personal illness or injury
   b. Maternity leave.
   c. Major illness of family member.
   d. Other reasons approved in writing by the Operations Manager and/or Office of Human Resources.
3. If a regular school bus/van driver quits his/her job or refuses to bid a run, that driver will lose their seniority for bidding a run with the company.
4. Reserve drivers (an employee waiting for a bus/van run) will be maintained and ranked according to their anniversary date (when they began employment with the company). The list will be used when assigning drivers to do substitute work or other driving assignments.

5. If a regular driver decides to no longer bid on a regular route, but wants to be a spare driver, that driver’s name will be placed on the spare drivers list and the drivers seniority bidding date will be forfeited. If the driver decides to bid a run in the future, then a new seniority bid date will be assigned.

6. Special needs assigned bus/van routes are usually assigned and not bid.

7. All drivers bidding regular routes, activity and kindergarten runs must be responsible for the run on a daily basis. If you cannot be responsible, you will be removed from the route and it will be given to another driver.

8. If at any point a driver negligently allows their necessary credentials to expire or become invalid, their established Driver Seniority will no longer be recognized. A new Seniority date will be established when the driver is able to return to work.

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**DRIVER’S BONUS PROGRAM**

At Rohrer Bus, we are committed to providing the very best service to our customers. To do that, we must, above all, be safe and reliable. Because we feel that it is important to reward the types of behaviors that make us the successful company that we are, there are several incentives available for our drivers. These incentives are part of our Driver’s Bonus Program.

- Each bonus is calculated and paid quarterly.
- The bonus will be distributed at the end of the month immediately following the quarter in which it is earned.
- The amount will be added to the employee’s paycheck.
- To be eligible, a driver must be employed for the entire quarter.

A description of each type of bonus available and their respective value is listed below:

<table>
<thead>
<tr>
<th>Bonus</th>
<th>Description</th>
<th>0-5 Years</th>
<th>6-10 Years</th>
<th>11+ Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Only missed 1 day or less in the quarter*</td>
<td>$20</td>
<td>$25</td>
<td>$30</td>
</tr>
<tr>
<td></td>
<td>Attended Safety Meeting*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td>No Chargeable Accidents/Incidents in Quarter</td>
<td>$20</td>
<td>$25</td>
<td>$30</td>
</tr>
<tr>
<td></td>
<td>Attended Quarterly Safety Meeting*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distinguished Driver</td>
<td>Perfect Attendance* (Including Safety Mtg.)</td>
<td>$30</td>
<td>$35</td>
<td>$40</td>
</tr>
<tr>
<td></td>
<td>No Chargeable Accidents/Incidents in Quarter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Maximum Amount Possible Per Quarter</strong></td>
<td><strong>$70</strong></td>
<td><strong>$85</strong></td>
<td><strong>$100</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Maximum Amount Possible Per Year</strong></td>
<td><strong>$210</strong></td>
<td><strong>$255</strong></td>
<td><strong>$300</strong></td>
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</table>

*Jury Duty is only exception

<table>
<thead>
<tr>
<th>Time Periods</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
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<tbody>
<tr>
<td></td>
<td>August</td>
<td>December</td>
<td>March</td>
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<td></td>
<td>September</td>
<td>January</td>
<td>April</td>
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<td>October</td>
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<td>May</td>
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<td></td>
<td>November</td>
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<td>June</td>
</tr>
</tbody>
</table>

*All “Reserve”, “Spare”, and “1/2 Day” Drivers are not eligible for participation in this program.
LONGEVITY BONUS PROGRAM

The longevity bonus for school bus drivers is as follows:

- 5 years of service, $.50 increase to route pay each day
- 10 years of service, $1.00 increase to route pay each day
- 15 years of service, $1.50 increase to route pay each day
- 20 years of service, $2.00 increase to route pay each day
- 25 years of service, $2.50 increase to route pay each day
- 30 years of service, $3.00 increase to route pay each day

In order to determine eligibility for this bonus, the date of September 30th will be used as a cut-off date for each school year to determine what level a driver will be placed in for the current term.

The longevity bonus for van drivers is as follows:

- 5 years of service, $.05 increase to hourly pay
- 10 years of service, $.10 increase to hourly pay
- 15 years of service, $.15 increase to hourly pay
- 20 years of service, $.20 increase to hourly pay
- 25 years of service, $.25 increase to hourly pay
- 30 years of service, $.30 increase to hourly pay

The bonus will be added to the driver’s hourly rate or will be added to the assigned flat route rate, based on either route time or 4-hour minimum.

REFERRAL BONUS PROGRAM

At Rohrer Bus, we value safe and reliable employees. We also value their opinion when it comes to employment referrals. We have a “Referral Bonus” that is rewarded when our company hires someone that you refer. Please check for details at the time of your referral, as the amount of this bonus changes depending on our current personnel needs.

CLEANING THE VEHICLE

It is the driver’s responsibility to keep his/her vehicle clean and presentable. This includes keeping the windows and mirrors clean and clear for visibility. Sweep the vehicle out daily and remove trash. If there is a lot of mud or dirt on the inside, bring it to the shop to be washed.
VEHICLE POLICY

Employees shall not use company vehicles for personal business or for any other reason, unless specifically authorized to do so by their immediate Supervisor or the Operations Manager. Violation of this policy can result in immediate termination. Employees shall drive a vehicle in a careful and prudent manner at all times. State and local speed laws are expected to be obeyed by all operators. We do not want to establish a poor reputation with the public and with State and Local police with regard to traffic violations.

PRE-TRIP / POST-TRIP INSPECTION

Each vehicle shall be checked before placing it into service in the morning, throughout the day, between each run and at the end of the day. All faulty or improperly functioning equipment should be reported in accordance with company policy to your Supervisor. Walk around, preventive maintenance, pre-trip / post-trip inspections and interior clean-up are all part of a driver’s daily routine. At the end of the day all windows will be closed, interiors cleaned and have at least a 1/2 of a tank of fuel.

SCHOOL BUS ROUTES

School bus drivers must follow route and time schedules set by the school district. Although drivers are encouraged to suggest changes and express interest in bettering our service to the public, any changes in either the route or the pickup times which will lead to the increased efficiency and economy of the run or runs involved must be approved and implemented by the School District. Drivers should have detailed route sheets available in case of absence and or accident. Pupils are not permitted to change their assigned buses unless the school authorities grant permission. No driver in any vehicle should blow a horn at a pickup location for a student you would be waiting for.

RADIO COMMUNICATIONS

When contacting the Operations Department, you should announce your vehicle number, for example: 0420 to Rohrer Base. Remember that the radios are for business use only and ANY unnecessary conversation is prohibited. Like cell phones, radios pose as a distraction to operating a vehicle in the safest manner possible. Radio communications with other drivers and Rohrer Base should be kept professional and to the point. If possible, the use of radios should be limited to times when the vehicle is not in motion. During the weekdays, the radio is manned from 6:00 AM to 5:00 PM. Outside of these times, if you need assistance, contact the shop foreman. On the weekends, the shop foreman on call should be contacted by phone if a problem with the vehicle arises.
CHAPTER 4 – SAFETY

INTRODUCTION

The efficiency of any transportation operation can be measured directly by its ability to control loss. Accidents resulting in personal injury, damage to property and equipment represent needless suffering, waste and expense. It is the responsibility of every person at The Company to maintain the safest of conditions and equipment at all times. Company policy on safety is:

1. The safety of the employee, the public and the operation is paramount. Every attempt will be made to reduce the possibility of accidents.
2. Safety shall take precedence over expediency or short cuts at all times.
3. All safety laws and regulations will be complied with, in accordance with policy and regulations.
4. Employees are encouraged to maintain excellent personal health through proper exercise, diet and periodic medical checkups. Special attention should be given to avoiding personal injury while on the job.
5. Every employee will be expected to demonstrate a positive attitude, which reflects this policy and maintains safe work habits.

ACCIDENT AND EMERGENCIES – SCHOOL BUS / VAN

An estimated 90% of all traffic accidents could be eliminated if each person on the highways of our nation would just drive DEFENSIVELY. Remember an accident is not “a chance occurrence” and each of us should exercise caution and always be prepared to react to other drivers who may be driving incorrectly. Please stay alert and avoid careless practices. Remember to always start on time. If a vehicle is involved in an accident, the driver is to carry out the following steps as quickly as possible:

1. **Protect the Scene** – Set parking brake, turn off ignition switch; activate the 4-way flashers of the vehicle. Then, as soon as possible, place the three warning devices (usually triangles) out in the appropriate places. This single step, done correctly, can keep the situation from getting even worse by the addition of a rear-end accident.

2. **Get Help** – The driver must take charge of immediate needs. The first of these needs is to summon proper and professional help. This means calls to police, emergency teams and the Company as soon as possible. In most situations, drivers will not be free to leave the scene of the accident. They must therefore rely on bystanders or a passerby to summon this help for them. The driver should do everything reasonable to see to it that this step is followed before doing anything else. Notify the Company and the school district you are operating for and give the following information:
   a. Your Name
b. Run number
c. Bus number
d. Exact location
e. If you have or have not contacted the police
f. Any injuries

3. **Render Aid** – To the extent that is possible, the driver should render aid and comfort to individuals who may have been injured in the accident. Remember to check for injuries in all vehicles. It is vital that the driver only render aid up to the limits of his/her training. If the driver has had no such training, no first aid should be rendered. The only exception to the basic rule is under circumstances which are life threatening to the victim. If the victim is in an immediate dire situation, the driver may do what seems necessary (and reasonable) to assist the victim out of or away from the threatening situation. Disposable rubber gloves are to be used when exposure to any bodily fluid may happen.

4. **Control Passengers** – This difficult task can become a full-time job for the driver at the scene. First, the driver should make a determination as to where the passengers are “better off” (on board the vehicle is usually safer). There will be a strong desire, even demand, by the passengers to exit the vehicle and this should be resisted as much as is practical. Next, get a passenger list with names, a copy of the seating chart with names of each student on board. Also note, in which seat the passenger, was seated.

5. **Information Exchange** – The driver should provide only very limited information at the accident:
   a. Name
   b. Resident address
   c. Operator’s number
   d. Company name and address
   e. Vehicle ID number (see vehicle registration card)
   f. Name and address of insurance company

If an accident involves a death, injury or a vehicle requires towing, this is the only information to be given until the arrival of, and consultation with a company representative. An apology or statement of regret can be taken as an admission of guilt for the accident. Therefore, the less said the better.

If a law enforcement officer or investigator official request you to make a statement or answer questions concerning the incident, **give them the following statement:**

“According to the policies of Rohrer Bus Service, I have been directed not to provide any information except that is listed above. When a company official arrives, I will do so only if he/she directs me to do so. The company reserves the right to have such employee statements made only in the presence of its legal counsel.”

- Do not release any students until instructed by the school administration, or if medical aid is required.
- Always keep calm!
- Pictures of the scene, damages to vehicles, identification of vehicles (bus number and license plate), street signs, and skid marks and any other appropriate details should be collected.
- A post-accident drug and/or alcohol test may be required within 8 hours of the accident. Drivers should refer to the Drug and Alcohol policy for criteria and procedure.
If a law enforcement officer conducts a test at the scene, the driver must inform the company. Refusal to submit to a post-accident test is equal to a positive test result and appropriate disciplinary action up to and including termination will be taken.

ACCIDENT REVIEW BOARD (ARB) GUIDELINES

The Accident Review Board may be made up of the following members:

- President
- Vice President
- Safety Director
- Assistant Safety Director
- Operations Manager
- Training and Evaluation Supervisor

A properly functioning ARB needs to have a common understanding of, and ability to apply the concepts of preventability and defensive driving. This is essential so that all members of the ARB will look at accidents with the same point of view and can judge the preventability/non-preventability accordingly.

The Safety Director will make an initial determination of each accident. If the involved driver does not concur with the decision, he/she can make a request to the ARB in writing within ten (10) days after receiving the initial letter, giving specific reasons for the review.

The purpose of the ARB will be for a minimum of three (3) members to act as an appeal court. Meetings of the ARB should be held as soon as possible after receiving the request for the appeal from the driver. The ARB will honor a request from the driver for a meeting with the ARB to personally present his/her case. Each member should be provided with a copy of all written reports of the accident and reasons why the accident was considered preventable. To keep decisions impartial, the name of the driver involved should not be known by the ARB if at all possible. Supervisors may attend the ARB meeting with the driver.

When warning letters are issued, they will be sent to the driver's home address and a copy will be placed in the driver's personnel file. Copies will also go to the members of the ARB and driver's supervisor when retraining is required. A second letter may need to be sent regarding notice of bonus loss after all information regarding the damage to the vehicle is accumulated.

In all instances, the driver will be asked to come in to the Rohrer Duncannon terminal and meet with the ARB and explain the accident. The supervisor for the driver may also be in attendance. The driver will not be paid for their time when attending this meeting. After the meeting with the driver, the ARB will decide on the disciplinary action to be taken according to the Company policy.

ACCIDENT/INCIDENT REPORTING

All accidents/incidents, no matter how slight, must be reported as soon as possible. Each driver will be required to complete a report and return it to the Safety Department within 24 hours.

A review of the report will be done within thirty (30) days of receipt of the report to determine if the accident/incident was preventable or non-preventable. A letter will be sent to the driver's home with the findings of the review and any disciplinary action that may be taken if the accident was judged preventable. The driver will have
ten (10) days after the receipt of the letter to file an appeal. The appeal must be communicated to a member of the safety department. The appeal will be given to the Accident Review Board (ARB). The report, the findings of the review and the appeal will be given to the board without divulging the name of the driver in order to avoid a bias opinion. The judgment of the ARB will be given to the driver via a letter.

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

An Automated External Defibrillator (AED) is available in the Duncannon facility and is located in the hallway between the shop and office areas. Several employees have been trained and certified to use the AED. Refer to AED Guidelines which are available in the safety department for specific details.

**CAMERAS**

A disposable camera will be provided to each driver by The Company. The cameras will be distributed by the supervisor. Drivers should take the camera with them at all times. The camera must not be left on the school vehicle at any time. Digital cameras, regular cameras or cell phones should be used for pictures at any accident or incident and returned to the Safety Department with the written report.

**CELL PHONE USE**

The use of cellular phones and communication devices is prohibited while operating company vehicles. The use of cellular phones and communication devices while driving has become, and continues to be, the most serious concern surrounding the safe operation of all motor vehicles. At Rohrer Bus, the safety of our passengers, drivers, and other motorists is the highest priority. Therefore, this policy encompasses the following uses:

- All voice communication, including hands-free devices (ie: Bluetooth earpieces)
- All text communication, including voice-recognition software (ie: Siri)
- All interactive applications that reside on the device, including the “reading” of information within these applications.

Any employee found in violation of this policy is subject to a minimum of an immediate, one-day suspension with mandatory re-training. Depending on the employee’s previous employment record, punishment may be more severe – up to and including termination of employment. Regardless, any second violation of this policy shall result in immediate termination.

We understand that there are situations in which communication between other drivers, supervisors, and customers is necessary; especially in times of emergency. In these situations, it is suitable to secure the vehicle by disengaging the transmission and activating the parking brake in the safest, and most reasonable area before contacting the appropriate party.

In addition, all company-issued cell phones are property of the company. Any use outside of company business is prohibited. Unauthorized use of these devices could result in disciplinary action.
DRIVER RECOGNITION

Each Period, a pizza party or breakfast will be rewarded to the drivers in the assigned group that did meet the qualifications as set for the group during the previous quarter. The quarters are as follows:

<table>
<thead>
<tr>
<th>Time Periods</th>
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<tbody>
<tr>
<td>Q1</td>
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<tr>
<td>August</td>
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<td>September</td>
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<td>October</td>
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<td>November</td>
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<td>Q2</td>
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<td>December</td>
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<td>January</td>
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<td>Q3</td>
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<td>March</td>
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<td>April</td>
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<td>May</td>
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<tr>
<td>June</td>
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DAILY VEHICLE INSPECTION REPORTS (DVIRS)

Drivers must complete pre and post-trip procedures on a daily basis.

Minimum requirements are as follows:
- Vehicle number
- Date
- Driver’s name (printed clearly)
- Starting mileage (same as previous ending mileage)
- Ending mileage
- Driver’s signature
- List “O” (no defects) or “X” (defects)

EMERGENCY EQUIPMENT

When an emergency or accident happens, it is too late to learn how and where to use emergency equipment. You should know the location and operation of this equipment. Vehicles are equipped and carry the following:
- First Aid Kit
- Reflective Triangles
- Wrecking Bar or Tire Iron
- Fire Extinguisher
- Body Fluid Clean-up Kit
- Seat Belt Cutter
- Spare electrical fuses, unless the bus has circuit breakers
- List of student names with assigned pick-up and delivery times.
EMERGENCY EVACUATION PLAN (Duncannon Facility)

We have revised the emergency evacuation plan for the Rohrer Facility. The building has been divided into six (6) zones as listed below:

- Zone 1 – Lobby, Restrooms and multi-purpose room
- Zone 2 – CDL trainers, and Operations
- Zone 3 – Accounting Departments
- Zone 4 – Human Resources, Payroll, Sales, Administration, and Safety
- Zone 5 – Parts, Receiving, Fuel Analysis and Warranty
- Zone 6 – Service, Body Shop and Wash Bay

The employees in these areas will leave the building at the primary or secondary exits listed on the building diagram.

During all drills and in case of emergency, we ask for the complete cooperation of all employees in leaving the building quickly.

<table>
<thead>
<tr>
<th>ZONE</th>
<th>PRIMARY EXIT</th>
<th>SECONDARY EXIT</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Front doors at receptionist’s desk</td>
<td>Door at CDL trainer’s desk</td>
</tr>
<tr>
<td>2</td>
<td>Door at CDL trainer’s desk</td>
<td>Front door at receptionist’s desk</td>
</tr>
<tr>
<td>3</td>
<td>Parts Dept. front door</td>
<td>Door at CDL trainer’s desk</td>
</tr>
<tr>
<td>4</td>
<td>Front door at receptionist’s desk</td>
<td>Parts Dept. front door</td>
</tr>
<tr>
<td>5</td>
<td>Parts Dept front door</td>
<td>Shop door at short term parking</td>
</tr>
<tr>
<td>6</td>
<td>Shop door at short term parking</td>
<td>Wash bay door to rear lot</td>
</tr>
</tbody>
</table>
ROHRER
FLOOR PLAN
(Duncannon Facility)
EMPLOYEE RESPONSIBILITIES

All employees are responsible for adhering to the safe work practices established for the handling and use of hazardous materials within our facilities. In addition, our employees are responsible for notifying the Worker and Community Right to Know Coordinator and Safety Department of any deficiencies found within our facility.

FEDERAL SAFETY RULES

All CDL operators are required, by Federal Law, to be familiar with all the Federal Safety Rules, which apply to their operations. The rules are outlined in the Federal Motor Carrier Safety Regulations Handbook. This manual is distributed annually to all CDL drivers. Any driver that is given a road side inspection by the DOT or State Police must turn the form in to the Safety Department as soon as possible. If a form is not given at the time of inspection, The driver should inform the supervisor of the inspection.

FIRE EXTINGUISHER

A portable fire extinguisher is located in an accessible location in the driver's compartment of every vehicle. Fire extinguishers work by either cooling the burning substance or by cutting off the supply of oxygen to it.

Before using a fire extinguisher, make sure it is properly charged. A gauge is mounted at the top of the extinguisher to indicate air pressure. If the needle of the indicator stays in the charged area, the extinguisher is properly charged. If the needle is in the overcharged or undercharged areas, report it immediately.

If possible, stand upwind from the burning material to prevent standing in smoke and heat. Do not walk into unburned material that could catch fire in a back-flash and cause injury to you.

**To operate a fire extinguisher:**

1. Remove it from the bracket
2. Pull the safety pin by breaking the seal
3. Hold it in an upright position
4. Aim it at the base of the fire
5. Squeeze the handle to discharge the powder
6. Spray at the base of the fire

The extinguisher will only last approximately 8 seconds. If the extinguisher is discharged, it must be recharged or replaced with a substitute before the next run.

These instructions are applicable to most fire extinguishers, but you should check and be familiar with the instructions for the extinguisher on your vehicle.

Fire extinguishers are also located in the facilities of The Company. The same operating instructions apply to those fire extinguishers.
Fire extinguishers are to be inspected on a monthly basis in all vehicles by the drivers and in the facilities by appropriate personnel. After inspection, the cards attached to the fire extinguisher are to be initialed and dated.

Fire extinguishers are serviced on an annual basis or when required.

**FOLLOWING DISTANCE**

Proper and safe following distance should be adhered to in all traffic conditions. Allowing adequate following distance can prevent most rear end collisions. A basic following distance rule to follow on the highway is to allow a minimum of 1 vehicle length between your vehicle and the vehicle in front of you for every 10 miles of speed. Under adverse road conditions, this interval should be increased.

It is also important to keep adequate distance between vehicles when stopped in traffic. You should keep at least a vehicle length distance between your vehicle and the vehicle in front of you. This does allow for emergency evacuation as needed.

**FORKLIFT OPERATION**

Only employees designated, trained and certified may operate the forklift. The Department of Training and Evaluation will train and certify Rohrer employees as required. The forklift may be used for activities as prescribed through the training. The forklift must be checked prior to and following the use in accordance with the forklift regulations.

**FUELING**

When fueling company vehicles, smoking is not permitted around the fueling area. Also, the nozzle should never be left unattended in the “on position”. If your vehicle is fueled by another person, the driver has the responsibility for checking the removal of the nozzle and securing the fuel cap. Fueling should not take place when the engine is running or with passengers onboard. If a fuel spill occurs, you must notify your supervisor immediately. *(All fuel spills will cost the employee a loss of one (1) quarter’s safety bonus.)*

Drivers are required to maintain at least ½ tank of fuel whenever the vehicle is parked. Always fill the vehicle after a trip. If the bus is kept at the home or other location from the bus lot, it is the responsibility of the driver to have the vehicle available for fueling when the fuel truck is scheduled for your location. Running out of fuel will be grounds for disciplinary action and a loss of one (1) quarter’s safety bonus.

**HANDLING SAFETY COMPLAINTS**

Safety complaints received by the safety department will be handled in the following manner:

- Safety complaints will be forwarded to the supervisor by e-mail or by telephone.
- The supervisor should review the complaint with the driver and take appropriate action if
needed.

- A discussion report should be completed and placed in the driver’s file.
- A summary of the discussion should be forwarded to the safety department. This can be accomplished by e-mail or by sending a copy of the discussion report.
- If the supervisor would like the safety department to handle the initial contact or follow-up with the driver, the supervisor should forward a request to a member of the safety department.
- Any meetings held with the driver by the safety department will be summarized and a copy of the meeting will be sent to the supervisor.

**IDLING**

Our idling policy complies with the Diesel Powered Motor Vehicle Idling Act. All employees should refer to the notebook located in each company vehicle for guidelines regarding the act or contact your immediate supervisor for the material.

**INFECTIOUS DISEASE MANAGEMENT**

In order to limit the potential for the spread of infectious diseases, it is important that each employee be aware of the dangers associated with the handling of possible sources of infection and the necessary precautions. The Occupational Safety and Health Administration (OSHA) have established guidelines that are designed to protect you from the exposure to infectious diseases.

While performing your job, you can expect to come in contact with bodily fluids from children or other passengers. These bodily fluids may contain infectious diseases such as HIV or Hepatitis B and should be treated as extremely dangerous. Remember to treat all bodily fluids (vomit, urine, blood) as potentially infectious. The following outline of procedures should be followed when coming in contact with any potentially infectious substance.

**To make sure that you take every possible precaution to minimize exposure, please follow these guidelines:**

1. Put on latex gloves
2. Spread absorbent powder evenly over spill
3. After 1 minute, scoop with scraper into bag
4. Wipe affected area with Certi-Green towellette
5. Wipe area clean with paper towels
6. Remove gloves and clean hands with anti-septic towellette
7. Dispose of properly

**LOCK BOXES**

Lock boxes have been installed in all buses and vans used by Rohrer drivers. In order to improve the security and safety of all vehicles, the key to the vehicle must be in the lock box whenever the vehicle is parked and left
unattended. No vehicle shall be left running and unattended at any time if the driver is not in view of the vehicle. The lock box in the bus is located in the inside rear of the bus while the lock box on the van is located on the left front fender. During the months of December, January and February, keys to the vans may be taken from the lock boxes because of the freezing conditions.

Drivers are not to have a spare key in their possession; or be observed operating any company vehicle with a spare key. Any spare keys will be confiscated. Appropriate disciplinary actions in accordance to Company Policy will be taken with any driver not complying with these policies.

MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS) are available to all employees. They are maintained in the service office and available upon request. MSDS sheets for the vehicle products are placed on the vehicle and should be used if needed.

PARKING TICKETS

Parking tickets are the responsibility of the driver. Citations should be paid as soon as possible. Copies of the citation and evidence of payment should be forwarded to the Safety Department as soon as possible. If necessary, The Company will pay for the citation to avoid late charges and deduct the payment from the driver’s paycheck.

PERSONAL INJURY ACCIDENT

If an injury occurs to a passenger while on the vehicle or while exiting or entering, the driver shall record information on the incident report form, (a passenger falls, hurts arm, cuts finger, hit with an object, etc). The report is to be turned in as soon as possible to your supervisor. The Supervisor must give the Safety Department a copy of the report within 48 hours.

PREVENTABLE ACCIDENT

A preventable accident means the accident could have been prevented by reasonable action by the driver. The following driver failures could constitute adequate grounds for ruling an accident preventable, thereby, losing some or your entire safety bonus, being retrained, suspended or terminated:

- Follow defensive driving practices.
- Recognize and adjust to driver’s own temporary physical, mental and emotional condition.
- Observe conditions at rear of vehicle while backing. Back only in case of an emergency or if it is required and safe to do so.
- Yield right-of-way when necessary to avoid an accident.
- Control speed to be able to stop within assured clear distance ahead.
- Observe traffic laws and ordinances.
- Observe company operating rules or special instructions.
- Observe safe practices taught in company training.
RADIOS/COMMUNICATIONS

Remember that the radios are for business use only and ANY unnecessary conversation is prohibited. Like cell phones, radios pose as a distraction to operating a vehicle in the safest manner possible. Radio communications with other drivers and Rohrer Base should be kept professional and to the point. If possible, the use of radios should be limited to times when the vehicle is not in motion. During the weekdays, the radio is manned from 6:00 AM to 5:00 PM. Outside of these times, if you need assistance, contact the shop foreman. On the weekends, the shop foreman on call should be contacted by phone if a problem with the vehicle arises.

REFLECTORS

Most vehicles in service are equipped with triangular reflectors, which serve as warning devices. They are encased in a container in the driver’s compartment. You will use three reflectors as described below to warn oncoming vehicles of a disabled vehicle.

- **First Reflector** - Place the first reflector along the roadway side of the vehicle within 10 feet of the front or rear corner to mark the location of the vehicle
- **Second Reflector** - Place the second reflector about 100 feet behind the vehicle on the shoulder or lane you are stopped in. If there is a hill or curve that prevents oncoming traffic from seeing the vehicle, place the reflector up to 500 feet behind the vehicle.
- **Third Reflector** - Place the third reflector about 100 feet in front of the vehicle again using greater distances if conditions warrant.

REQUEST FOR ASSISTANCE ON HANDLING SAFETY ISSUES

- All requests for assistance on safety issues should come to the safety department.
- The request should come from the school district, management or the supervisor.
- Driver requests must be directed through the supervisor.
- Driver safety issues, bus routes, bus stops and related safety issues will be investigated by the safety department and recommendations will be made to resolve the issue if possible.
- Supervisors will receive a copy of any follow up on safety requests.

RIGHT-TO-KNOW POLICY

It is our policy to provide our employees with safe and healthful work environments in which to perform their assigned tasks. In keeping with this policy, we have implemented a worker and a community right to know program. This program, “Worker-Right-to-Know,” is designed to provide our employees with information concerning the presence of potentially hazardous materials in our workplaces, with hazards, and the proper controls and work practices necessary for working safely with these materials, and ensure compliance with the Pennsylvania Worker and Community Right to Know Act.
Effective implementation of this program will require the cooperation of all managers and employees. To ensure such cooperation is received, we have designated the Vice President of Maintenance as the Worker and Community Right-to-Know Coordinator.

The Worker and Community Right-to-Know Co-coordinator in co-operation with the Safety Department and Human Resources are responsible for the following items:

- Maintaining the Hazardous Substance Survey Form (HSSF), the Environmental Hazard Survey Form (EHSF), and the Material Safety Data Sheets (MSDS) and/or Hazardous Substance Fact Sheets (HSFS) for the hazardous materials used, stored, and/or encountered in our facilities;
- Ensure that a Material Safety Data Sheet (MSDS) is obtained as a Condition of Purchase for all New Materials/Products brought into the Facility;
- Maintain a file for all correspondence with manufacturer, distributors, and importers of hazardous materials that we do business with concerning our Worker and Community Right-To-Know Program;
- Ensure the Hazardous Substance Survey Form (HSSF), the Environmental Hazard Survey Form (EHSF), and Material Safety Data Sheets (MSDS) contained in our Right-To-Know Program files are updated and/or added to as appropriate;
- Ensure that all the correspondence required with the Commonwealth of Pennsylvania is prepared appropriately and that all such correspondence is properly maintained in our files;
- Ensure that all containers of hazardous materials are properly labeled, and/or that the appropriate warning signs are posted in the work areas.
- Ensure that periodic hazardous assessments of our workplaces are performed and that any deficiencies identified relating to Worker and Community Right-to-Know and/or hazardous materials safety is promptly corrected;
- The establishment of safe work practices for the handling of hazardous materials safely;
- Ensure that all new employees are notified of the Pennsylvania Worker and Community Right-To-Know Act, their rights under this law, and received training in hazardous materials safety prior to their first job assignment;
- Maintain records of training given to employees under this program;
- Ensure all employees have access to the Hazardous Substance Survey Form (HSSF), the Environmental Hazard Survey Form (EHSF), if applicable, the lists of special hazardous substances and/or environmental hazards, and the Material Safety Data Sheets (MSDS) and/or the Hazardous Substance Fact Sheets (HSFS) maintained at our facility;
- Ensure that emergency phone numbers are posted and that first-aid equipment is properly located in the facility;

In addition, the Worker and Community Right-to-Know Coordinator and the Safety Department will be responsible for promoting safety and health throughout our facilities by ensuring and encouraging employees to adhere to the safe work practices established for the handling of hazardous materials.
SAFE AND COMPETENT OPERATION

Operators must, at all times, operate their vehicle in a safe and competent manner. You should consider yourself driving a portable advertising sign with “ROHRER” on all four sides. We will not tolerate adverse advertising caused by unsafe or unprofessional actions by our operators. You are carrying the most important cargo of all, human life. Any substantiated reports received concerning unsafe or unprofessional actions by our operators will be investigated and could result in disciplinary action.

Along with providing courtesy to our passengers, it is also very important to provide courtesy to other drivers on the highway.

SAFE DRIVING RECOGNITION

Drivers will be awarded a certificate for their years of safe driving if they have not had a preventable accident in the previous year. The certificate will reflect the years of safe driving the driver has accumulated since the beginning of the program. (For example, if a driver had received a certificate for 5 years of safe driving, and had a preventable accident during the sixth year and no accidents in the seventh year, the driver would receive a certificate for six years of safe driving.) Only years of safe driving with The Company are recognized for this program. Drivers will receive additional recognition for every five years of safe driving.

SAFETY COMMITTEE

The Company has developed a safety committee for the purpose of promoting safety throughout the organization. Membership on the committee will consist of representatives from all areas of the company. Representatives and alternates will be selected to attend monthly meetings, provide input on safety issues, make recommendations on safety and report back to their area on all items discussed.

Meetings will be held each month. Minutes of each meeting will be published and made available by each representative.

SAFETY SLOGANS

The safety slogan program will be conducted in the following manner:

- Two categories will be established for the purpose of this program. Drivers will be placed in one category and all other employees will be in the other.
- Drawings will be done three times a year for drivers and four times a year for other employees. The periods of selection will be October, November and December; January, February and March; April, May and June; and July, August, and September.
- Individuals who can immediately recite the slogan to a member of the safety committee will receive a gift certificate for their award.
The safety slogan will be placed in pay envelopes or in the newsletter, at the beginning of each period.

SCHOOL BUS STOPPING LAW

The Company encourages drivers to file a complaint with the local authorities after observing a violation of the school bus stopping law. If a driver chooses to file a complaint, we would ask the driver to follow this procedure:

- Use the form as provided by The Company.
- File the form with the local police authority within forty eight (48) hours.
- Send a copy of the form to the Safety Department.
- If the driver of the other vehicle is cited on the basis of information received and chooses to appeal the citation, our driver may be called to testify at the District Justice. When the hearing is scheduled, the driver should send a copy of the hearing date to the Safety Department. Drivers will not be paid an additional amount for attending the hearing.
- Members of the Safety Department may attend the hearing and will provide guidance if needed.

SEAT BELT

Section 392.16 of the Federal Motor Carrier Safety Regulation indicates that a motor vehicle which has a seat belt assembly installed at the driver’s seat shall not be driven unless the driver has properly restrained him/herself with the seat belt assembly. If both lap and shoulder belts are provided, both must be used. If seat belts are installed in any seat, they must be used by the occupant of the seat whenever the vehicle is in use.

SNOW REMOVAL AT HOME

Drivers may keep their buses at home when approved by the Operations Manager. During the winter months, drivers must be able to move their vehicles in case of inclement weather. On possible snow days, the school vehicles should be stored at the bus lot. If snow removal is necessary, the shop must be notified for a replacement vehicle until the regular vehicle can be cleared. Drivers should not remove snow from the bus area, if it is significant, as part of their job.

SPEED

State and local speed laws are expected to be obeyed by all operators. All traffic citations in Rohrer vehicles or personal vehicles (and criminal charges) must be reported to the Company within 24 hours. In the interest of everyone’s safety, the speed limit for all vehicles on ALL Rohrer properties, including the office/garage areas, school parking lots and driveways, is 10 mph.
**SPILLS/CHEMICAL RELEASES**

Spills of any substance, other than water, must be reported on an incident form to the Safety Department immediately. Any release of motor fuel, antifreeze, transmission fluid or other chemicals onto a synthetic surface or onto surface soils should be contained and cleaned up in accordance with Pennsylvania Department of Environmental Protection’s Spill Prevention Program, Chapter 25, 245.1, by a service department response team. The response team will utilize the The Company guidelines for resolving the spill or release.

**TRAFFIC CITATIONS**

- A copy of all traffic citations received by a driver must be forwarded to the Safety Department within twenty four (24) hours of receipt or the next business day. This includes any citations received in a Rohrer vehicle or in a personal vehicle.
- Drivers shall indicate whether they have pled guilty or plan to appeal the citation.
- If an appeal is filed, a copy of any hearing notice shall be forwarded to the Safety Department upon receipt.
- A representative of the Safety Department may attend the hearing and will offer assistance if requested.
- Follow up correspondence will be sent to the driver when the citation is resolved and a copy will be given to the supervisor.

**VIOLATION OF COMPANY SAFETY POLICIES**

Company disciplinary action is taken when an employee has violated Company Safety Policies. A safety violation includes a preventable accident, ticket issued by a law enforcement officer such as for speeding, failure to stop at signs or traffic signals, etc., willful neglect or carelessness resulting in the destruction of company property (including company equipment), or a major safety violation as witnessed by authorized Rohrer Supervisors or Managers. Insubordination will also be counted as an infraction.

- The first violation may result in the issuance of a written warning and loss of safety bonus for some specific period. The driver may be required to meet with company management to discuss the infraction.
- The second violation may result in a suspension and a written notification of the disciplinary action taken.
- The third violation within a twenty-four month driving period may result in further disciplinary action or possible termination.
- In most cases, a driver interview will be held, unpaid, with management and if deemed necessary and further safety training will be required. If additional training is required because of a safety violation, it will be unpaid training.
- In specific cases, the severity of the safety infraction may warrant disciplinary action different from
described above. The company management reserves the right to impose that level of discipline and take action, including termination of employment, commensurate with the seriousness of the safety offense. Such action may be necessary in order to protect passengers, company vehicles, property and public at large.

- In order for drivers to clear their driving record, he/she must have 24 continuous driving months of violation free driving time.