RUN 4 - 2020 Fall Semester Weekday Bus Service Line

Shift: 2:00 p.m. – 11:00 p.m. By JJ Pickup Mail in Castleton → Wilcox Hall → White Plains LAW School → One PACE Plaza → White Plains → Wilcox Hall (RoundTrip)

You must adhere to PACE University Policy and DOT Regulations as you are Responsible for Pre-checking the Assigned Bus to you. Complete and Sign Your Pre-Trip & Post-Trip Form found on the back of this page.

Mandatory by New York State Law: Masks have to worn at ALL times during entire duration of Bus Service Line Run. Any passenger not in compliance, please make sure to write their name on this log sheet to address this matter immediately with Carolina who will then inform Security, Dean, Risk Management and Legal

Students, Faculty and Staff MUST present PACE ID prior to boarding the bus and confirm attendance with Reservation List. Those NOT on the reservation list, you MUST take their full name and contact telephone number. If asked why, to be able to contact them during an Emergency or Inclement Weather.

DAY & Date	Driver's Name	Mileage	IN	Mileage OUT	Total Mileage
2:00p.m. Conduct Your Daily Pre-Trip Inspection Form			Sign here that you've completed:		
2:30 p.m. Pick-up Mail at Castleton Mail Services, Pleasantville			Pick-up Mail for NYC		
3:00 p.m. Depart from Wilcox Hall, Pleasantville			How many passengers?		
3:30 p.m. Arrive at White Pl	lains LAW School				
3:45 p.m. Depart WP LAW School for One PACE Plaza, NYC			How many passengers?		
5:00 p.m. Arrive at One PAC	CE Plaza, NYC				
5:00 p.m. – 5:30 p.m. (30 M	lins.) Disinfect Bus / Break				
5:30 p.m. – 6:30 p.m. DINN	IER HOUR IN NYC				
6:45 p.m. Depart One PACE Plaza, NYC			How many passengers?		
8:00 p.m. Arrive in White Plains LAW School					
8:15 p.m. Depart WP LAW School for Wilcox Hall, PLV			How many passengers?		
8:45 p.m. Arrive at Wilcox F	Iall, Pleasantville				
9:00 p.m. – 10:15 p.m. Finish Pleasantville Loop Service Martin Circle to Memorial Plaza MTA every 15 minutes			How many passengers?		
10:15 p.m. Report to Transp	portation Facility		Bus Disinfectin	ng	
10:30 p.m. Bus Disinfecting and Garbage Removable			Items left behind, please notify Security and bring to Lost & Found located at Transportation Office		
10:45 p.m. Complete your Post-Trip Form			Turn in your Trip Sheet to the Director		
Sign here: X			11:00 P.M. END OF SHIFT		
Student/Faculty/St	aff Name & Telephone Nun	nhor	T	NOTES	
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DAILY INSPECTION REPORT					
Date:	Driver's Name	Time: A.M. or P.M. Circle One	Bus #:		
Fuel Bus Before and After Your Scheduled Shift	Fuel Bus Before and After Your Scheduled Shift	Mileage Reported at Shift Start	Mileage Reported at End of Shift		
Pre-Trip	Post-Trip	General	Check Item of Concern and Detail Below for Mechanics to Address Accordingly		
		Engine Noise			
		Leaks			
		Steering System			
		Service Brakes			
		Parking Brakes			
		Rear & Side Mirrors			
		Tires			
		Windows			
		Battery Charge			
		All Lights			
		Turning Signal Lights			
		Fire Extinguisher			
		Emergency Triangle			
		First Aide			
		Seats & Belts			
		Emergency Door Latch			
		Service Door/Steps/Handles			
		Wheelchair Lift, if applicable			
		Horn			
		Gauges			
		Windshield Wipers/Washer			
		Defrost Fans and Heater Fans			
		Air Conditioner			
		Radio-check 2-way			
		Fuel Cap			
Driver's Comments:		ruei Cap			
Driver's Comments.					
I =		I have reviewed the previous inspect noted those found to have defects.	tion report and performed a pre-trip		
No Defects	Defects as Noted	Signature:			
those found to have defects must bring back to Transpor	. I have checked the vehicle fo tation Facility and leave with I	o maintenance inspection for each ite or any remaining student's personal p Director. by signing below, I attest that aspection for each item listed above.	roperty and reported to Security, but at I have reviewed the previous		
NO Defects	Defects as Noted	Signature:			