



Long Beach Transit
Secondary Employment Notification

(Mandatory completion at January, May and July Bids by all bus operators of commercial class vehicles and at each change of employment status)

To: Long Beach Transit Operators
From: Name: _____ Badge: _____
Subject: Secondary Employment Terms/General Log Book Procedures

SECONDARY EMPLOYMENT PROVISIONS

I understand that written approval from the Transit Service Delivery Department must be received before I engage in any business or employment outside of Long Beach Transit (LBT). Moreover, I will promptly notify LBT if there is any change in my employment status. I further understand that I am required to complete and submit a Daily Hours of Service Log to LBT on a daily basis, while engaged in outside (secondary) employment.

Select one of the following:

- At this time, I do not have secondary employment
I have secondary employment outside of LBT. I am employed at:

Company Name & Address: _____

Telephone number: _____ Work Hours: _____

Employee's Signature _____ Date _____

Transit Service Delivery Supervisor Signature _____ Date _____

Current Days Off: _____

GENERAL LOG BOOK PROCEDURES

10-HOUR RULE: Operator of transit buses must not drive more than 10 hours (inclusive of driving assignments with LBT and secondary employment) except for adverse driving conditions, which allows an additional 2 hours as cited in 13 CCR Section (b) (1). Adverse driving conditions defined include, but are not limited to, snow, sleet, fog, adverse weather conditions and unusual road and traffic conditions. Pre-trip inspections and layover breaks are excluded from behind the wheel time.

12- HOUR RULE: Operators must file a completed logbook when they exceed 12 hours of on-duty time and/or remain in revenue service, assuming they have not exceeded the 10 hour drive time limit.

15-HOUR RULE: Operators must not drive a bus having been on duty for 15 hours without eight consecutive off-duty hours.

8/80 HOUR RULE: Operators must not drive after accumulating 80 hours within eight consecutive days, including secondary employment drive-time and/or on-duty time.

FAILURE TO COMPLY WITH THE ABOVE TERMS COULD RESULT IN DISCIPLINARY ACTION

Original: Transit Service Delivery File

Yellow: Employee

Pink: Risk Management