

Radio Procedures

SUBJECT:
RADIO PROCEDURES

Review date: 6/05/98
Revision date: 6/15/98

POLICY

To insure the safety of our drivers and passengers and to enhance the performance of our operations, all Connect Transit personnel will be familiar with two-way radio operations.

PROCEDURE

12. Staff utilizing the two-way radio shall follow the standard use practices of the FCC. Use of profanity, abusive language, or other inappropriate broadcast is not allowed and could result in disciplinary action.
13. All base stations and vehicle units shall be tuned to appropriate assigned frequency at all times.
14. Staff should initiate communications by stating who they are calling “Base (101, etc.) this is 102 (base, etc.)” At the completion of the transmission both parties will indicate that the transmission is completed by saying their call sign and “clear.”
15. Except in the event of an emergency, all staff should listen five (05) seconds before transmitting to ensure there are no transmissions in progress. Transmissions should not be interrupted unless it is an emergency.
16. In the event of an emergency, establish communications on the primary freq. and immediately shift to the secondary freq. State the emergency and what assistance you are requesting. To insure help arrives that is appropriate you should include the following items as soon as possible:
 - a. Who you are and your location in detail. Include which city, as some streets are the same throughout our area. Give cross streets and local landmarks if appropriate.
 - b. State what assistance you need, supervisor, police, EMT.
 - c. State how many passengers and what their status is at the time.
 - d. If you are not involved with the emergency, stay off the radio; communications should be between dispatch and the unit requesting assistance. After initial contact communications may be between a supervisor and the unit or dispatch and a supervisor.
17. Radio channels are as follows: *(continued)*

Source: Operator Safety Manual, Connect Transportation, Gulf Coast Center