

Use of Facilities

1. The supervisor's office is a private office and, as such, is a controlled access area. Generally procedures for use are as follows:
 - a. Door open and supervisor present--feel free to enter.
 - b. Door closed and supervisor present--knock and wait for invitation.
 - c. Supervisor absent--do not enter.
 - d. Contents of desk and file cabinet are confidential.
2. The shop area is limited to authorized personnel only. All other are to remain behind the yellow lines. No casual visitors are allowed.
3. The telephones are for the necessary business use of the department. Further, emergency personal calls will be allowed on a strictly limited basis. The extension to be located in the drivers' lounge is limited to use by returning drivers, after hours and on an emergency basis.
4. The lounge area is intended to provide space for pre-trip/post-trip driver paperwork and reasonable employee relaxation/preparation time. All use of the lounge area is by supervisor's permission.