

## SANITATION MOTOR TRUCK DRIVERS

These procedures are to be followed by all Bureau of Sanitation Motor Truck Drivers (MTD's) without exception.

- All MTD's must report to the assigned parking lot and swipe in at their assigned home clock.
- All MTD's must report to work in proper attire with City issued safety equipment
- At 0600 (unless directed to stay at your assigned facility by your foreman), go to your assigned vehicle and completely check the antifreeze, hydraulic oil, fuel, tires, flippers, lights, horns, packer cycle, and radio. All problems should be reported to parking lot foreman or e-man for repair or replacement
- In case of any emergency/accident/down the attached procedures should be followed.
- Assigned units should be done in the order that they are given. If the unit is unable to be accessed the ward superintendent should be notified by radio.
- Go directly to your assignment /ward yard and get daily refuse report showing your work assignment for the day, if needed ask for ward map
- Any stop with construction or excess debris should be reported to the Ward Superintendent for approval before removal of the debris.
- When assignment is given go directly to the first assignment. All information should be filled in your worksheet as you go. All special assignments need to be noted in the remarks column.
- At the completion of the first load a line should be made on the refuse report where you stopped. Laborers should be dropped off at the instructed location
- Go directly to dump/lunch as directed.
- Lunch is a half hour. Do not exceed the half hour given.
- Return to unit for second load. All time should be marked on refuse report.
- At the completion of the second load go directly to your dump/parking location. All daily refuse reports should be completed at this time.
- At the end of the shift perform a visual scan of the vehicle and report all imperfections to the parking lot foreman/eman.
- Check bulletin board instructions or assignments
- All MTD's must swipe out at their assigned home clock.

I have read and reviewed the above directives and understand failure to comply with these procedures may result in disciplinary action.

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Print Name

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Employee Signature

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Date