

## Bus Regulators Signals

Methods of communicating with Bus Drivers:  
**Hand/Arm Signals**

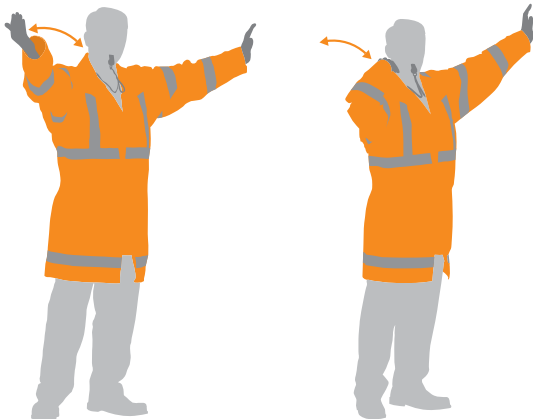


### Stop:

- When you see this signal you are required to stop
- Do not allow your vehicle to crawl forward
- Stop means stop

## Reversing

- The right arm bent with the palm of the regulators (Banksperson) hand facing upwards and the forearm making slow movements towards the body
- The left arm raised to shoulder level facing outwards to stop any on coming vehicles



## Whistle Signals

- One long blast:  
**Stop Vehicle**

When you hear a Stop signal **stop** your vehicle until you are told to proceed by a bus regulator (Banksperson)



- Two short blasts:  
**Start Reversing**

### Remember: See and be Seen

If you cannot see the regulator he/she cannot see you. **Stop** your vehicle and wait till you can see the bus regulator (Banksperson).

**Safety at all times!**

## Comments/ Enquiries

If you have any comments or enquiries please highlight them to a SPT Regulator (Banksperson) or the Duty Team Leader. Alternatively you can make comments or enquiries through your employer who in turn can write directly to the:  
 Operations and Security Manager (Bus)  
 Buchanan Bus Station  
 10 Killermont Street  
 Glasgow G2 3NW

### Buchanan Bus Station

Phone 0141 333 3708

Fax 0141 353 2310

[www.spt.co.uk](http://www.spt.co.uk)

## Strathclyde Partnership for Transport Bus Station Drivers Guide



## Bus Drivers Guide

At SPT the safety and security of Bus Stations and Travel Centres are of paramount importance. To achieve this objective SPT has produced a pocket size copy of the essential rules for bus and coach operators who use our Bus Stations.

SPT employ fully trained regulators (Banksperson) who supervise Bus Station operations. Instructions given by these staff members must be adhered to. To ensure safety and security SPT monitor all bus stations with CCTV. Speed monitoring systems are in place to ensure that our 10 mph speed limit is not exceeded.

### Moving around the Bus Station

- Drive carefully within the Bus Stations. You must observe traffic management systems, signs and speed restrictions
- Passengers must only board and alight at designated points unless directed by an authorised SPT employee
- Running boards must be presented on request
- Designated walkways and crossing points must be used whilst walking within the Bus Stations. High visibility jackets must be worn at all times
- All accidents or collisions within any SPT Bus Station must be reported at the time of the incident
- Remain vigilant at all times and report any suspicious behaviour or unattended packages or baggage/ luggage

- Smoking and usage of Electronic Smoking Devices within SPT Bus Stations and at entrances and exits is prohibited (entrances and exits must be kept clear at all times)
- The use of mobile phones and other devices which distract drivers are prohibited
- The designated water point should only be used by following a safe method of work (as clearly identified at each watering point).

### On stance

- Commence passenger loading in time to ensure a prompt departure
- The time spent on stance is restricted and agreed by SPT and your employer
- Engines must be switched off when a vehicle is in a layover area (no engine idling is permitted)
- Ensure that any crew changeover taking place while on stance is carried out within the allocated time. SPT reserves the right to refuse changeovers which affect the smooth operation of its Bus Stations
- If exiting a stance requires a reversing manoeuvre, you must ensure that it is safe to reverse and exercise extreme caution at all times. If you are in doubt please seek assistance from a SPT staff member
- All instructions from SPT staff members must be obeyed. All Hand and Audible Signals (Whistles) must be adhered to.

### Vehicle Parking/ Security

- A parking fee will be levied in line with SPT's schedule of charges

- If you have no account; parking fees must be paid at the time. A receipt will be issued for display on the vehicle windscreen
- If you leave a parked vehicle you must ensure that baggage/ luggage is secure
- If overnight parking is required a contact name and telephone number must be given to the security team
- Vehicle hatches, doors and windows must be secured by the driver
- Vehicles are parked at the owners risk, SPT does not accept liability for loss, damage or theft from any vehicle at any SPT Bus Station
- The dropping of litter is prohibited within all Bus Stations.

### Vehicle breakdowns

Within SPT Bus Stations only emergency repairs are to be carried out. If a vehicle is broken down it must be removed timeously otherwise SPT reserve the right to have the vehicle removed with the operator receiving a re-charge for this service. Vehicles left unattended without authority will be subject to the same procedure.

### Driver Facilities

Crew lounges are provided at Buchanan Bus Station, Hamilton Bus Station and Greenock Bus Station. The crew lounges include comfortable seating, hot water provision, kitchen and toilet facilities. Please assist us to keep the crew areas in good order. Vandalism will not be tolerated. Any such incidents can be reported in confidence to the Duty Team Leader or Facility Officer.

