

**POLICY AND PROCEDURE  
STOP ANNOUNCEMENTS**



Approved By Board of Public Works and Safety on:

**June 13, 2014**

Amended By Board of Public Works and Safety on:

Alternate/accessible formats available upon request to: Transit Manager, 166  
Lincolnway, Valparaiso, IN 46383. 219.462.1161

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## **STOP ANNOUNCEMENTS**

1. All bus drivers must announce the stop name or location of main stops along bus routes when approached. Each driver is required to have the list of main stops for the route while operating the bus.
2. Deviated fixed route drivers must also make the following stop announcements:
  - a. All transfer points with other routes
  - b. Other major intersections and destination points, upon passenger request
  - c. Intervals along a route sufficient to permit an individual with a visual impairment or other disability to be oriented to location
  - d. When the bus is leaving the regular route to make a deviation and when the bus returns to the regular route from a deviation
3. Where vehicles for more than one route service the same stop, bus drivers shall provide a means by which an individual with a visual impairment or other disability can identify the proper vehicle to enter or be identified to the bus driver as a person seeking a ride on a particular route.
4. Drivers must use the PA system for all announcements. If the PA system is inoperable or if the vehicle does not have a PA system the operator must speak loudly enough for everyone to hear.