

Rules of Conduct

All riders are required to conduct themselves properly when riding a Bloomfield City Transit Vehicle. Behavior that distracts the driver or annoys other passengers will not be tolerated. This behavior includes, but is not limited to:

- Talking in such a manner as to disturb other passengers.
 - Passengers talking to the driver when the vehicle is in motion: however, it is permissible for a passenger to give the driver directions to an individual's home or destination.
 - Passengers leaving their seats when the vehicle is in motion.
 - Eating, drinking, smoking, or using chewing tobacco on the vehicle.
 - Passengers and the driver not wearing seat belts while the vehicle is in motion.
 - Solicitations of any kind.
 - Scheduling trips, then failing to notify Bloomfield City Transit if the trip is not need.
 - Individuals who ride the bus will maintain themselves in such a manner as not to offend others.
 - Physical abuse or abusive language by the rider of others on the vehicle.
 - Disrespect shown to any rider, or driver, including cursing and physically abusive contact.
 - Too handicapped to be transported **safely**
- Behavior such as that listed above may result in denial of service. When a rider violates any of these rules, the driver is to show the individual the rules and ask him/her to comply with them. Continued violation of the rules may result in denial of service.

Other safety infractions that will result in denial of service include:

- The parent(s) or guardian of a child weighing less than 40 pounds shall provide an approved child's seat that can be secured with a conventional seat belt if the Bloomfield Public Transit does not have one. No child under 40 lbs. shall be transported without an approved child seat. Children or infants are never to be held in the lap of an adult while the vehicle is in motion.
- Individuals known to have an infectious disease (such as tuberculosis, or childhood diseases such as chicken pox, etc.) or head lice or scabies shall be denied service until Bloomfield Public Transit receives doctor notification the disease has been rendered non-infectious.

Service animals are permitted on all vehicles. Service animals presenting a danger to the driver or to other passengers must be confined or restrained.

Oxygen tanks and other necessary medical equipment are allowed on all vehicles. The equipment must be secured to prevent injury in case of an accident or sudden stop.

These two policies are required by ADA.

SECTION 120.130: CONDUCT, WORK HABITS, ATTITUDE

It shall be the duty of each employee to maintain high standards of conduct, cooperation, efficiency and economy in their work for the City. Whenever work habits, attitude, production or personal conduct of any employee falls below a desirable standard, supervisors should point out the deficiencies at the time they are observed. Corrections and suggestions should be presented in a constructive and helpful manner in an effort to elicit the cooperation and good will of the employee. Whenever possible, oral and/or written warnings with sufficient time for improvement shall precede formal discipline. (Ord. No. 2025, CC 1981 §23.140)

SECTION 120.140: DISCIPLINE POLICY

It shall be the duty of all City employees to comply with and to assist in carrying into effect the provisions

of the City's personnel rules and regulations. No permanent employee shall be disciplined except for violation of established rules and regulations and such discipline shall be in accordance with procedures established by the personnel rules and regulations. It is the duty of every employee to attempt to correct any faults in his performance when called to his attention and to make every effort to avoid conflict with the City's rules and regulations.

1. *Grounds for action.* The following are declared to be grounds for demotion, suspension or removal of any permanent employee:
 - a. Conviction of a felony or other crime involving moral turpitude.
 - b. Acts of incompetency.
 - c. Absence without leave.
 - d. Acts of insubordination.
 - e. Intentional failure or refusal to carry out instructions.
 - f. Misappropriation, destruction, theft or conversion of City property.
 - g. Refusal or neglect to pay just debts. Maintenance of effort to pay debts must be shown to clear employee of neglect charges.
 - h. Employee subsequently becomes physically or mentally unfit for the performance of his duties.
 - i. Acts of misconduct while on duty.
 - j. Willful disregard of orders.
 - k. Habitual tardiness and/or absenteeism.
 - l. Falsification of any information required by the City.
 - m. Failure to properly report accidents or personal injury.
 - n. Neglect or carelessness resulting in damage to City property or equipment.
 - o. Repeated convictions during employment or misdemeanor and/or traffic charges.
 - p. Introduction, possession or use on City property or in City equipment of

intoxicating substances or proceeding to or from work or performing work for the City under the influence of an intoxicating substance.

2. *Employee notice.* A written notice shall be given to each employee stating the reasons for the disciplinary action and the date it is to take effect. The notice is to be given to the employee at the time such disciplinary action is taken and in any event not later than three (3) working days from the date of the action. A copy of notice signed by the employee in the employee's file shall serve as prima facie evidence of delivery. All permanent employees holding positions in the service of the City may be suspended for a period of not more than thirty (30) working days, reduced in pay or class, or removed for just and reasonable cause by a majority vote of the Board of Aldermen.

3. *Permanent employees.* All permanent employees holding positions in the service of the City may be suspended for a period of not more than thirty (30) working days, reduced in pay or class or removed for just and reasonable cause by a majority vote of the Board of Aldermen. (Ord. No. 2025, CC 1981 §23.150; Ord. No. 3195, 4-14-08; Ord. No. 3227 §3, 9-13-10)