# BAY AREA RAPID TRANSIT DISTRICT

## OPERATIONS RULES AND PROCEDURES

Revision No. 7
September 2015

The rules and procedures set forth herein govern the operation of the Bay Area Rapid Transit District. Control of this manual shall be in accordance with BART's System Safety Program Plan.

Grace E. Crunican
General Manager

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BART's mission is to provide safe, clean, reliable and customer-friendly regional public transit service that increases mobility and accessibility, strengthens community and economic prosperity and helps preserve the Bay Area's environment.

Safety is the most important element in the performance of our duties. Accountability for safety rests with each employee, supervisor and manager. All are responsible for meeting the safety requirements inherent to their positions. Compliance with the Operations Rules and Procedures is essential to the safe operation of the BART system.

**ACKNOWLEDGMENT**

This revision to the Operations Rules and Procedures (OR&P) would not have been possible without the dedicated BART employees, too numerous to name individually, who reviewed drafts and made suggestions for improvement. Thank you.

Prepared by:
System Safety Department

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Employee Signature

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Employee I. D. No. Date

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## SECTION I - GENERAL

### 1300 EMPLOYEE CONDUCT

1301 Employees shall treat superiors, subordinates and fellow District employees with respect. They shall be courteous and civil at all times in their contacts with one another.

1302 Employees shall report on time and be ready for duty at their assigned work location.

1303 Employees shall, while on duty, perform all tasks assigned or directed by proper authority.

1304 Disobedience or disregarding orders from proper authority will be considered insubordination.

1305 Employees, while on duty, shall engage only in activities directly related to the operation of the District.

1306 Employees shall not engage in fighting, assault, horseplay, sparring or any form of practical joking. Violence or threats are not tolerated in the workplace.

1307 Employees shall not engage in any form of discrimination or harassment based on race, color, marital status, sexual orientation, religion, national origin, ancestry, age, sex, gender identity, disability, medical condition (cancer), genetic information, family and medical care leave, pregnancy disability leave or veteran status. Additionally, employees shall not engage in retaliation against any individual(s) for filing an Equal Employment Opportunity (EEO) complaint or participation in an EEO complaint investigation.

1308 Personnel shall not substitute for others nor exchange duties without prior approval by proper authority.