

## **3A: System Wide Operating Procedures**

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### **3.A.1 Air Conditioning**

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GTA will operate the air conditioning units on the transit vehicles when the outside temperature is above 70 degrees.

#### **Fixed Route Service**

1. If the outside temperature is below 65 degrees, the Fixed Route buses will have the system remotely set to “Heat” mode.
2. If the outside temperature is between 66 degrees and 69 degrees, the Fixed Route buses will have the system remotely set to “Vent” mode.
3. If the outside temperature is 70 degrees or higher, the Fixed Route buses will have the system remotely set to the “A/C” mode.
4. The Dispatcher and Supervisor on duty will jointly decide as to the mode the vehicle should be set on based upon the guidelines mentioned above.
5. Once a determination has been made, all operators must follow the instructions of the dispatcher or supervisor.
6. Should unseasonable weather conditions adversely impact these guidelines, it will be at the discretion of the Dispatcher and the Supervisor to make any changes to the guidelines.

#### **SCAT Paratransit Service and HEAT Service**

Since the Air Conditioning and HEAT units on the SCAT Paratransit vehicles and HEAT buses cannot be regulated remotely like the Fixed Route buses, the following guidelines will be followed for SCAT vehicles.

1. If the outside temperature is below 65 degrees, the Operator will turn the “heat” switch on and manually set the temperature control for both the front and rear units mid-way between red and blue marking.
2. If the outside temperature is between 66 degrees and 69 degrees, the operator will manually set the unit to the “VENT” mode.
3. If the outside temperature is 70 degrees or higher, the operator will turn the A/C on and manually set the temperature control for both the front and rear units mid-way between the red and blue marking.

#### **AIR CONDITIONING FAILURE PROCEDURE**

If the Operator experiences air conditioning failure, the following steps are to be taken:



1. The Operator must call in to base and inform dispatch of his/her direction of travel, location and total passengers on board.
2. The Dispatcher will, in turn, log this information onto his/her radio report. The information will include the Operator's name, the route or vehicle number and the time of day.
3. If on Fixed Route or the HEAT vehicle, the Supervisor may issue a complimentary pass form to the passengers on the vehicle, or he can allow the passengers to ride fare free. If passengers are allowed to ride for free, drivers are to use the appropriate key on the farebox to indicate that the passenger was permitted to ride free.
4. Note that if the passenger is accommodated to his desired destination, a complimentary pass will not be issued.
5. If on SCAT, the Operator will notify the dispatcher of the Air Conditioner failure. The dispatcher will, in turn, notify the SCAT Customer Service Representative of all persons impacted by the Air Conditioner failure. The SCAT Customer Service Representative will then mail the rider a complimentary pass via first-class, United States mail.