

# Passenger Code of Conduct

No smoking please.

For your safety and good health, use of tobacco products (including e-cigarettes and vaporizers) is not allowed on NTI buses.

No drugs or alcohol.

(406)470-0727  
(406)873-2207

No alcohol in any form is allowed on NTI Buses. This includes unopened alcohol purchased for off bus use. No illegal drugs can be brought onto NTI Buses, Facility, and/or Grounds. **You will be removed from the bus at the closest location we can safely remove you.**

No dangerous materials.

**Period.** (Including: firearms, knives, any other weapon, car batteries, gasoline, kerosene, or other flammable liquids)

No uncovered drinks or food.



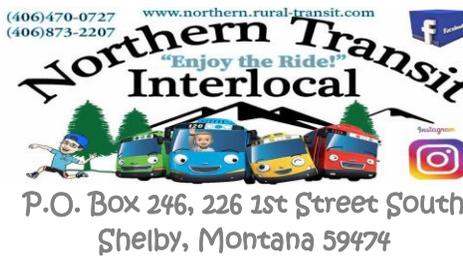
Water is allowed in a container with a sealed lid. No food can be consumed on NTI Buses. The time and distance NTI Bus travel is minimal and bathroom breaks are given along longer routes where food could be consumed off the bus at that time.

Donations are requested but not required.

Passengers who can afford to donate we ask that they do. It is an honor system, give what you can.

Do not distract the bus operator.

Interfering with the safe operation of a transit vehicle is hazardous to you and everyone else. If you must



talk to the operator, please limit the conversation to when the bus is stopped.

Do not bother fellow passengers.

Most passengers want to read, look out the window, think, or talk with friends. Leave them alone. If someone wants to talk with you, they'll let you know

Take your belongings with you when you leave.

We have a lost and found system, but it's a real hassle.

No solicitation.

Of any kind.

Support a safe, comfortable, and clean travel experience for all.

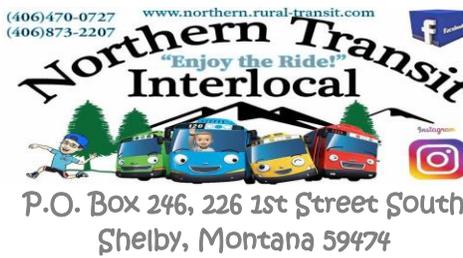
No disruptive behavior; use G-rated language; clean-up after yourself; keep all body parts inside the bus; never throw objects inside or out of the bus; please perform personal hygiene tasks at home; and keep bodily fluids to yourself. If you must act out, consider an acting class.

Keep YOUR bus nice.

Your tax dollars pay for this bus, so treat it nicely. Vandalizing or damaging an NTI bus, Facility or shelter will mean you can't use it anymore even though your tax dollars will still be paying for it.

Keep your tech to yourself.

Be courteous when using technology. Use headphones if you're doing anything on your device that makes noise (including playing games). No one wants to hear your end of a phone conversation, so keep it short and quiet.



Be a good neighbor. Designated seats at the front of the bus are reserved for seniors and people with disabilities. Please surrender your seat to those customers when they board or if the bus operator asks.

Attire No shirt, no shoes, no service.

Remember to stay behind the white line. We have great seats and some standing room, but please stay behind the white line.

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www.northern.rural-transit.com

Carry-On Policy Passengers are welcome to bring items on-board providing they are not dangerous, can be carried on in one trip, be kept out of the aisle and remain under the passenger's control in the event of an unscheduled stop.

Keep aisles clear. So, passengers can easily exit or board, please do not block the aisles or doors. Remove children from strollers and collapse strollers. If you have personal belongings, make sure they are not blocking aisles.

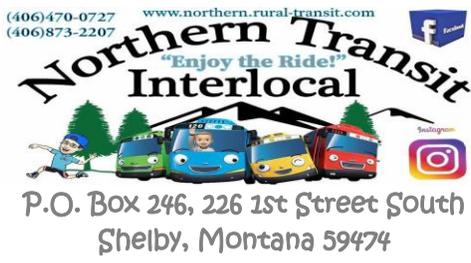
One seat to one person. Your bag, laptop, or backpack belongs in your lap or under your seat, not on the seat next to you.

Keep your pet in a carrier. Except for service animals, you must keep your pet in a carrier. Any mess your animal makes (including service animals, is your responsibility.

## Violations of Policy

NTI Driver is the law for NTI on the bus they are driving. What level of discipline they recommend is the action NTI. Below are the levels of discipline that can be passed down. Passengers may appeal the decision. An appeal will be reviewed with NTI Transit Director, NTI Driver that handed down the discipline, & the Passenger that is appealing the decision. A written disciplinary action will be completed by the driver for each level of action.

- 1) **Verbal Warning** – NTI staff gives you a verbal warning this will be documented and only one warning you will receive. Passengers will automatically be given the next disciplinary action.
- 2) **14-day Suspension** – NTI staff gives you 14 day written notice that Passenger will not be able to board any NTI vehicle for 14 days.
- 3) **30-day Suspension** – NTI staff gives you a 30-day written notice that Passenger will not be able to board any NTI vehicle for 30 days. Following violations but not limited to: Alcohol or Drugs possession, use or under the influence of. Fighting with other Passengers, Eating Food on the Bus, Bothering other passenger after a warning.
- 4) **90-day Suspension** – NTI staff gives you a 90-day written notice that Passenger will not be able to board any NTI vehicle for 90 days. Repeated Violation of policy under the 14 day or 30-day suspension.
- 5) **365-day Suspension** – NTI staff gives you a 365-day written notice that Passenger will not be able to board any NTI vehicle for 365 days. Repeated Violations of policy under all previous suspension.
- 6) **Permanent Loss of Service** – Passenger may never ride NTI ever again. Repeated violations, or second violation of Drug and Alcohol use or possession of, repeated violations that are not corrected by passenger.



## NTI Passenger Conduct Write Up

\_\_\_\_\_ is in violation of Northern  
 (Passengers Name, First and Last)

Transit Interlocal Passenger Conduct Policy. Passenger violated code of  
 Conduct

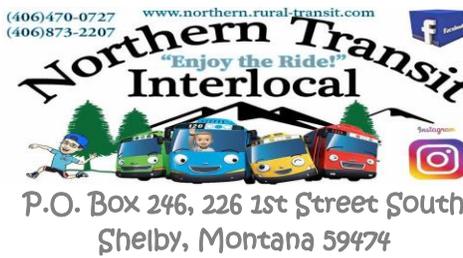
\_\_\_\_\_  
 (Explanation of Violation)

Passenger will receive the following Violation Notice \_\_\_\_\_  
 (Violation #)

The date of the violation \_\_\_\_/\_\_\_\_/\_\_\_\_ Beginning date of suspension (If  
 Applicable.)

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (NTI Driver or Staff Member Issuing Violation)

\*The Passenger May Appeal the Violation given and has 14 days from the date  
 of this notice to do so.



## Appeal of Suspension Action Pursuant To Passenger Code of Conduct

### **Due Process – Appeal of Suspension Action**

Passengers of Northern Transit Interlocal (NTI) may appeal a suspension of service decision either in writing or by contacting NTI Transit Director or Transit Dispatch. If appealing by phone you must call during NTI business hours and speak to a representative. Leaving a voice message or text is not acceptable. Upon contacting NTI in writing or by contacting, a schedule of an appeal hearing will be made with date, time and at NTI Headquarter Office, located at the Toole County Courthouse, 226 1<sup>st</sup> Street South, Suite #101, Shelby, Montana 59474.

The appeal hearing shall be scheduled within 14 calendar days from the date the notice of the appeal is received by Northern Transit Interlocal. If the request is made in person, Northern Transit Interlocal may require the appellant to sign a written form requesting an appeal hearing. A passenger appealing a violation may only do so once for each violation given. The decision made by the appeal is final. Any further written request or contacting Northern Transit Interlocal will not be accepted, and the matter is closed.