

- 1 An employee requests excused leave for cancer screening. How many hours of excused leave is the employee entitled?
 - a. 1
 - b. 2
 - c. 3
 - d. 4

- 2 A S/W is scheduled to work the 0600 to 1400 shift. The S/W is requesting 2 hours Excused Leave to travel to an applicable screening facility for a cancer screening appointment at 3 pm. Is the S/W eligible for the 2 hours excused leave?
 - a. Yes
 - b. No

- 3 A tire pressure check is conducted and the tire pressure reading requires that the tire be changed. Below what percentage of the recommended tire pressure requires that the tire must be changed?
 - a. 90%
 - b. 80%
 - c. 70%
 - d. 60%

- 4 What is the form number for the Phone Assignment Log?
 - a. DS 232
 - b. DS 232A
 - c. DS 232B
 - d. DS 232D
 - e. DS 232E

- 5 An employee is scheduled for military duty. How many days in advance of the military duty How many days in advance of the Military Duty must the Employee submit his military orders?
 - a. 1
 - b. 2
 - c. 3
 - d. 4
 - e. 5

- 6 Upon completion of military duty, the employee must submit proof of attendance for military duty within _____
 - a. 3 work days
 - b. 3 calender days
 - c. 7 work days
 - d. 7 calender days

- 7 Borough Staff Officers must perform a minimum of _____ roll calls per week.
 - a. 1
 - b. 2
 - c. 3
 - d. 4

- 8 All roll calls observed by a GS1 or above must be recorded in the locations Roll Call Log. What is the form number for the Roll Call Log?
- DS 765A
 - DS 869A
 - DS 968A
 - DS 1669A
- 9 A slow moving is any vehicle that can't maintain a safe and controllable highway speed of _____ mph.
- 25 mph
 - 30 mph
 - 35 mph
 - 40 mph
- 10 Operators of a back up vehicles must maintain a safe following distance of no more than _____ feet behind slow moving vehicles.
- 40
 - 50
 - 60
 - 70
- 11 A crew is working the 0600-1400 shift. The crew is assigned to overtime baskets for 4 hours from 1400 to 1800. What time is the crew's contractually scheduled overtime break time?
- 1500-1510
 - 1600-1610
 - 1630-1640
 - 1730-1740
- 12 A crew is assigned to Household Collection on the 0700-1500 shift. The cut off to disposal is 1245 hours and the cut off to the garage is 1420 hours. All personal are working 4 hours mandatory overtime. The assigned route is not going to clean. To what time should the field supervisor keep the crew working on the route?
- 1245 hours
 - 1420 hours
 - 1459 hours
 - 1820 hours
- 13 A S/W is working the 1600 to 2400 shift on Monday. At 1630 hours it is determined that the S/W must be administered both urine and breathalyzer tests. Who is responsible for contacting the off-hours vendor?
- Borough Office
 - Borough Snow Office
 - Borough Operations Office
 - Bureau Operations Office
- 14 A Supv is called to a location to investigate an vehicular accident. Upon arriving at the

scene the Supv discovers that there are no injuries and there is no damage to the department vehicle. The operator of the civilian vehicle stated to the crew that there was no damage to his vehicle and is no longer at the scene. Since there is no damage to the department vehicle, is a Police Report required?

- a. Yes
- b. No

- 15 Since there was no damage to the department vehicle, the Supv should release the crew from the location and have them continue on their assigned route.
- a TRUE
 - b FALSE
- 16 What form is used to counsel a probationary sanitation worker?
- a DS 1713
 - b DS 1680
 - c DS 1917
 - d DS 997
- 17 A probationary sanitation worker submits a request for a XWOP. The request is granted by the Borough and the sanitation worker is given the day off. Since the request was approved by the Borough & PMD, is it necessary to counsel the S/W?
- a Yes
 - b No
- 18 If a Supv is unable to contact the caller of a 311 Action Center, a Customer Service Follow Up form must be left at the address? What form number is used for this?
- a. DS 165
 - b. DS 342
 - c. DS 445
 - d. DS 625
-
- 19 While attempting to serve a summons at 0600 hours, the Supv finds that there is no one there at that time. The Supv should affix the pink copy of the summons to the location's door.
- a. TRUE
 - b. FALSE
- 20 What form is used to record the daily attendance of a BCC Supervisor?
- a. DS 57
 - b. DS 1426
 - c. DS 1657
 - d. DS 1713
- 21 How long must DS 744 Carting Books be retained?
- a. 1 year
 - b. 3 years
 - c. 5 years
 - d. 10 years

- 22 How long must SR 64s be retained?
- 1 year
 - 3 years
 - 5 years
 - 10 years
- 23 During a snow storm, equipment from Other City Agencies is being used in the district. What form is used for the Other City Agencies equipment?
- SR 1
 - SR 8
 - DS 65
 - SR 65
- 24 2 S/Ws assigned to the 0700-1500 shift were assigned to a snow function. At 1100 hours the crew is to be diverted to baskets. How should the new assignment be shown in SMART?
- Baskets - Regular
 - Baskets - Surplus
 - Quality of Life - Cleaning
 - Quality of Life - Baskets
- 25 4 S/Ws assigned to the 0600-1400 shift are working overtime to dump relays. To set up in SMART, you must create a new shift with a start time of 1400 and assign the S/Ws to relays on the newly created shift. When the relays have been completed, end the 1400 shift.
- TRUE
 - FALSE
- 26 A S/W is working the 1600 to 2400 shift on Sunday which is a premium day. The S/W is scheduled to be Chart on Monday. The 0700 to 1500 shift loses manpower and a Chart is approved to be called in. Is the S/W who worked the 4 to 12 shift on a premium day eligible to work his chart on the 0700-1500 shift?
- Yes
 - No
- 27 What is the form number for the Jury Duty Log?
- DS 713
 - DS 749
 - DS 794
 - DS 1326
- 28 An employee received a check from the Federal Court for serving 5 days Federal Jury Duty. The employee is entitled to a stipend of _____ per day of Jury Duty.
- Employee is not eligible for stipend
 - \$10
 - \$20
 - \$30
 - \$40
- 29 What is the form number for the Absence & Lateness Log for Civilians?

- a. DS 1200
- b. DS 1326
- c. DS 1426
- d. DS 1618

30 An employee has been AWOL for 5 or more consecutive workdays. What forms should be completed by the location supervisor?

- a. DS 46 and DS 249
- b. DS 46 and DS 779
- c. DS 1731 and DS 249
- d. DS 1731 and DS 779

Answer Key

1	d	21	d
2	b	22	d
3	b	23	b
4	d	24	d
5	c	25	b
6	d	26	b
7	b	27	c
8	c	28	e
9	c	29	d
10	c	30	c
11	a		
12	c		
13	d		
14	a		
15	b		
16	c		
17	a		
18	c		
19	b		
20	c		



THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
GENERAL ORDER 2012-10

EFFECTIVE DATE: March 21, 2012

SUBJECT: TRANSPORTATION OF SLOW MOVING VEHICLES (S.M.V.'s)

AFFECTED DIRECTIVES: G.O. 1994-10, dated July 1, 1994.

REFERENCE: VEHICLE AND TRAFFIC LAW
NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES
NEW YORK CITY DEPARTMENT OF TRANSPORTATION RULES AND REGULATIONS

OBJECTIVE

To establish guidelines for all Department personnel involved in the transporting of "**Slow Moving Vehicles**" (S.M.V.'s) over bridges, through tunnels and on arterial highways in a safe manner to protect the general public, Department personnel and equipment.

DEFINITIONS

Slow Moving Vehicle - Any motorized vehicle that cannot maintain a safe and controllable highway speed of 35 MPH.

Example - Front End Loaders

Back Up Vehicle - A motorized vehicle having overhead emergency flashing lights and four way hazard lights or rear pulsating lights and hazard lights.

Examples -

- a) Passenger Car with overhead flashing lights.
- b) Large wrecker with overhead flashing lights.
- c) Collection truck with rear pulsating lights.
- d) Salt spreader with flashing strobe lights.

DUTIES AND RESPONSIBILITIES

Bureau Heads

- Will be responsible for the implementation and strict adherence to the procedures in this directive for all work locations in their command.

- Designating a unit or division manager/supervisor to function as a "**Slow Moving Vehicle**" coordinator for their bureaus.

- Submitting name and telephone number of S.M.V. coordinator to the Assistant Director of Safety on the effective date of this order and follow up notification on any personnel changes in this assignment

The following list identifies specific bureau job titles for assignment as Slow Moving Vehicle (S.M.V.) coordinators:

<u>BUREAU</u>	<u>TITLE</u>
Cleaning & Collection Borough Commands	Borough Operations Superintendent
Cleaning & Collection Lot Cleaning Unit	G.S. I Lot Cleaning Headquarters
Cleaning & Collection Derelict Vehicle Unit	D/C, D.V.O Headquarters
Waste Disposal All Divisions	Director of Mechanical Operations/Operations Support Officer
Building Management (BBM)	Deputy Director
Motor Equipment (BME)	Supervisor of Mechanics Field Operations

DUTIES & RESPONSIBILITIES (continued)

SLOW MOVING VEHICLE COORDINATORS

- Responsible for monitoring and scheduling all requests from their work locations to transport S.M.V.'s over bridges, tunnels or arterial highways.
- Discuss transport requests with location supervisors and attempt to develop a safe travel route bypassing, if possible, all bridges, tunnels and arterial highways.
- When no alternate route is possible and arterial highways must be used, S.M.V. coordinators will arrange for the safe transportation of a slow moving vehicle using one of the following options:

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Option # 1 - Towing a S.M.V.

Contact the Bureau Operations Office who will coordinate with the Derelict Vehicle Unit in the moving of a S.M.V. on a flat bed trailer. The heavy daily demands on the limited resources available to the Derelict Vehicle Unit will determine the response time for flatbed assistance in towing S.M.V.'s. Significant delays are a possibility. Bureau coordinators must assess the operational needs of their work locations and decide if Option # 2 is a more appropriate choice.

Option # 2 - Driving a S.M.V.

- Instruct location supervisors to assign the most qualified operators to drive the **Slow-Moving and Back-Up Vehicles**.
- Schedule the S.M.V. highway driving operation to take place during non-rush traffic hours. The New York City Police Department recommends the Department consider moving S.M.V.'s on arterial roadways between 2200 hours and 0400 hours and every effort must be made to follow this recommendation.
- Contact Assistant Director of Safety/Designee and provide the following information:
 - A. Reason for transporting S.M.V.
 - B. Type of S.M.V. being driven, including equipment code number.
 - C. Type of Back-Up Vehicle being driven, including equipment code number.
 - D. Dispatching and receiving locations.
 - E. Date, work shift and approximate time vehicles will travel on arterial highway.

Exception: Emergency response situations or night shift weekend operations that require arterial highway driving of our S.M.V.'s eliminate the advance notification requirement with the Assistant Director of Safety/Designee. However, S.M.V. coordinators will be responsible for compliance with the remaining safety procedures of this directive.

- The Assistant Director of Safety will notify the appropriate New York City Police Department/Highway Precinct of our travel plans and, *if possible*, obtain additional back-up support for the operation.

DUTIES AND RESPONSIBILITIES (continued)

Location Supervisors/Vehicle Operators

- Supervisors must contact their Bureau coordinator requesting approval to transport a S.M.V. to another location over any bridges, tunnels or arterial highways.

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- When request is approved to drive a S.M.V., location supervisors will set up qualified personnel with valid licenses to operate the Slow Moving and Back-up Vehicles.
- Each operator must complete a thorough front to rear pre- trip safety inspection of his/her assigned vehicle. All lights on both vehicles must be working for maximum visibility on arterial highways.


Exception: Front End Loader rear flood lights are designed for work site operations only and must not be used while driving on any city street or highway.

- Location Supervisors and operators must make sure that there is a reflective "**Slow Moving Vehicle**" triangle attached to the rear of the S.M.V. Proper vehicle placement for the universal slow moving vehicle signs is a minimum height of 15" to a maximum of 60" from ground level. Do not dispatch any S.M.V. without the required reflective triangle. Contact the Bureau coordinator or the Safety Unit to replace any missing signs. There are no specific traffic regulations mandating that the Department attaches a S.M.V. triangle to our Back-up Vehicles.
- Supervisors and operators will sign-off on the appropriate vehicle dispatch forms (DS 350's / DS 1887's) indicating that each vehicle is in a safe driving condition.
- Supervisors will issue portable radios and proper radio transmission instructions to the operators of both vehicles.
- Operators of Back-up Vehicles must maintain a safe following distance of no more than sixty feet (60') behind Slow Moving Vehicles. This distance will minimize the possibility of other motorists entering the space between our vehicles.
- Supervisors will instruct operators of both vehicles to drive in the extreme right lane with all flashing and overhead lights on at all times during the transport operation.
- Required entries must be made in the dispatching locations daily operations record showing the specific equipment and personnel assigned to the S.M.V. driving operation. Also, location supervisors will be responsible to record the specific highway travel route in the TELEPHONE ORDER BOOK.

CANCELLATION:

This order shall remain in effect until it is cancelled.

ISSUING AUTHORITY:


JOHN J. DOHERTY
Commissioner

DISTRIBUTION:

All Management Personnel, Superintendents & Supervisors.
To be kept posted at all Department Headquarters,
Borough Snow Offices and Garage locations.



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
OPERATIONS ORDER 2015-05**



EFFECTIVE DATE: October 20, 2015

SUBJECT: **Daily and Random Mid-Shift Roll Call Procedures**

AFFECTED DIRECTIVES: Operations Order 2012-05 is hereby rescinded.

REFERENCE: General Order 2015-03
Code of Conduct

PURPOSE: To establish procedures to conduct and track roll calls at the start and end of each work shift, as well as periodic roll calls during the course of randomly selected shifts

Each garage shift Supervisor will conduct roll calls and each Supervisor assigned to a particular shift will attend the roll call. Supervisors and Superintendents will be in proper uniform while conducting roll calls.

Districts with section stations inside the garage facility will, at the discretion of the District Superintendent, have the option to conduct either a consolidated (garage and sections) roll call or individual section roll calls within the facility. Satellite section stations must conduct individual roll calls. All uniformed employees **must** attend roll call.

This Order shall apply to the Bureau of Cleaning and Collection and the Bureau of Solid Waste Management.

Borough Staff Officers and Night Borough Superintendents will conduct a minimum of two roll calls per week. One of these roll calls will be either the start or end of a shift while the other will be held sometime during the course of the shift.

I. Start of Shift Roll Call:

The officer conducting roll call will:

- A. Verbally verify the attendance of each Sanitation Worker scheduled to work that particular shift by calling out the name of each employee at the District roll call assembly area. Each Sanitation Worker will verbally respond "here" or "present" to

his/her name as it is called out by the roll call officer (DS 332, DS 57 and District Operations Board).

- B. Ensure that each Sanitation Worker is on time for roll call, in complete and proper uniform and in compliance with the prevailing order governing personal appearance standards. Employees observed to be in violation of any rules and regulations will be subject to disciplinary action, ranging from an Official Letter of Warning to a Disciplinary Complaint with the possibility of being sent home for the day without pay.
- C. Check to see if Sanitation Workers are fit for duty.
- D. Communicate orders, special instructions or Department Messages (e.g. – wear seat belts, take tools, disposal conditions, etc...) to Sanitation Workers.
- E. Issue DS-350 and work assignments for the current shift.

All employees must be present and attentive. Employees observed smoking, eating, drinking or being disruptive at roll call will be subject to disciplinary action.

In those locations that conduct consolidated roll calls, all shift Supervisors must attend the roll call. District Superintendents will, whenever possible, attend day shift roll calls.

When the roll call is completed, work orders will be given out and the Sanitation Workers will be dispatched. The officer who conducted the roll call will note in the daily blotter the General Orders, Department Messages, etc... which were communicated and initial same attesting to the completeness of the roll call.

II. Random Roll Call During the Course of a Shift (Mid-Shift Roll Call):

Borough Staff Officers shall conduct random, unannounced roll calls during the course of a particular shift (mid-shift roll call). Borough Chiefs will establish a weekly/monthly quota concerning this type of roll call to be held by District Superintendents and Garage Supervisors for each location within their command. In the Bureau of Solid Waste Management, Deputy Chiefs will observe roll calls as determined by Bureau Headquarters.

Mid-Shift roll calls shall be conducted as follows:

- A. The officer conducting the roll call shall establish the names of those employees who should be present at the garage or section location by cross-referencing the DS 57's, DS 332's, District Carting Book and DS 350's.
- B. The officer shall then announce that a mid-shift roll call is being conducted for all employees at that Department location.
- C. All employees who are not otherwise assigned to a field function at the time of the roll call will present themselves to the roll call officer and be marked as present at that time. Any employee who fails to report to the roll call officer will be considered missing from mid-shift roll call and be issued a disciplinary complaint and docked accordingly.
- D. When Assistant Chiefs and Deputy Chiefs are conducting facility inspections and it is at a time when some or all collection or recycling crews have returned to the garage,

they will observe a random roll call and note it on their Facility Inspection Report. They will verify that the roll call officer has made the proper notation on the DS 968A Form.

- E. All mid-shift roll calls will be entered into the DS 968A.

III. End of Shift Roll Call:

Officers within district garages and supervisors in the section will observe each and every Sanitation Worker as they sign out on the DS 57. Any Sanitation Worker not reporting for roll call by the end of the assigned shift will be considered missing from roll call. They will be issued a disciplinary complaint and docked from the last time observed by an officer.

Each Sanitation Worker will sign only his or her name. Any worker attempting to sign out another employee shall be subject to disciplinary action. All Sanitation Workers will be in possession of their Department issued Identification Card and be prepared to present it upon request. Consistent with past practice and at the Department's discretion an employee may be authorized to sign out up to 15 minutes prior to the end of shift and leave the work location.

IV. Early Dismissal:

In the event that an operational necessity requires the early dismissal of employees, the following protocol shall be observed:

- A. Bureau Operations will inform the Boro Office of which employees are to be dismissed and at what time dismissal shall occur.
- B. Boro Staff will contact the impacted location and notify them of all relevant details. This message shall be transmitted by telephone and entered into the Boro Telephone Order Book.
- C. The impacted/receiving location will make an entry in the location's blotter and the location's Telephone Order Book detailing the message.
- D. Before making the DS 57 available for end of shift roll call, all relevant orders shall be entered onto it, for example, out of town assignments or shift change. **Only after all required information has been notated will the DS 57 be made available for employees as per end of shift roll call procedures.**
- E. All employees signing out on the DS 57 will enter the clock time at which they are dismissed. Roll call Officers will monitor to ensure compliance.

- V. **Recording of Roll Calls: NOTE: All roll calls observed by a GS I or above are to be entered into the DS 968A Log, excluding those observed by the regularly assigned District Superintendents.**

For the purpose of this order, DS Form 968A "Tracking Log for Location Roll Calls" (Eff. 5/2007) will be utilized. See Appendix 1, attached. The officer conducting roll call shall be responsible for legibly entering all pertinent information beneath the appropriate headings onto this log which shall be kept in binder form. Each District Superintendent shall ensure that this

