



COMMUTER NEWSLETTER

SPECIAL EDITION

Trans-Bridge Lines understands the importance of safety in our day-to-day operations. Safety encompasses a wide array of topics, which is the reason that our company holds Safety Week annually for our employees. This gives us the opportunity to showcase several subjects under the umbrella of safety to our entire team of employees - drivers, maintenance team, and office staff.

We recently presented Safety Week 2023 as a series of week-long sessions held at our main facility in Bethlehem and the Port Authority Bus Terminal's meeting space.

Safety Week continues with the tradition of focusing on safety in every situation, and a dedication by the Trans-Bridge Lines management team to all employees, passengers, and the communities in which we operate.

Knowledge and preparedness is key to any situation and the goal of Safety Week. We would like to share the topics that were covered with our passengers for your general information.



HARASSMENT

Did you know there are many types of harassment?

- Discriminatory Harassment
- Personal Harassment
- Physical Harassment / Workplace Violence
- Power Harassment
- Psychological Harassment
- Online / Digital Harassment
- Retaliation Harassment
- Sexual Harassment
- Third Party Harassment by a customer, vendor, supplier, or client of company
- Verbal Harassment

Do you know the difference between bullying vs. harassment?

Bullying: Direct or indirect, unwelcome and inappropriate behavior, that occurs over a period of time, repeatedly, and is meant to harm someone who feels powerless to respond. A person who bullies harms, intimidates, threatens, victimizes, undermines, offends, or humiliates someone.

Harassment: Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age, disability, or genetic information. Harassment becomes unlawful where:

1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.



Why is it important to prevent harassment in the workplace?

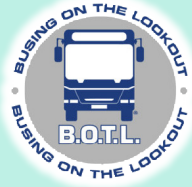
1. Harassment affects everyone - our coworkers and our customers.
2. Trans-Bridge Lines maintains safety as our top priority.
3. We want to stay in line and be true to our diversity, equity and inclusion policy.
4. We want to remain in compliance with Title VII of the Civil Rights Act, which prohibits sex discrimination.
5. We want to remain in compliance with similar state civil rights laws and fair employment laws.



“After a hiatus during the COVID-19 pandemic, we are happy to get back into our yearly routine of conducting Safety Week. This is an opportunity for us to come together as a company and review our standards in safety, learn about new technologies and procedures, and honor our drivers for their diligence in operating our buses safely.”

- Tom Jebran, President, Trans-Bridge Lines

HUMAN TRAFFICKING



Busing on the Lookout, a program aimed at discovering and disrupting human trafficking networks operating within the transportation industry was discussed, in addition to the available resources available through their personnel and website.

Passengers and drivers play a key role in combating human trafficking, particularly as you may be come into contact with victims of human trafficking in the course of your everyday commute or our employee everyday job routines.

Signs of Human Trafficking Victims:

- Passengers who are not permitted to speak for themselves.
- Disheveled appearance, agitated, scared and/or crying.
- Minors traveling without adult supervision.
- Signs of branding or tattoos.
- Unaware of who is picking them up.
- Any acknowledgment of a pimp or needing to make a quota.

SEE SOMETHING, SAY SOMETHING!

- Look for the decal located on Trans-Bridge Lines buses with information on how to report what you see.
- Notify the bus driver.

- Download the Busing on the Lookout (BOTL) wallet ward via www.truckersagainstrafficking.org.

VEHICLE SAFETY - FOLLOWING DISTANCE

Following distance in a car should be no less than four seconds in a car or six seconds in a motorcoach.

What does this mean?

You can determine following distance by watching when the vehicle in front of you passes a fixed object in the road. When they pass that object, you begin counting 1-2-3-4 ... If you get to that object in sooner than the four or six seconds, you are following too closely. Many drivers believe their vehicles can stop faster than they actually can.

- PERCEPTION - Recognizing a hazard.
- REACTION - The time it takes for your foot to hit the break.
- BRAKING DISTANCE - The time the brakes come on until the vehicle your are driving stops.

ALL EQUALS STOPPING DISTANCE!



Trans-Bridge Lines would like to recognize our mechanics and shop staff for their hard work in maintaining the company's bus fleet, while also prepping coaches being sold and leaving the fleet.

Motorcoach drivers were also honored during Safety Week for accident-free, incident-free safe driving which ranged up to an impressive 26 years!



SLIPS, TRIPS, FALLS ...

Most occurrences are preventable and often cause the following types of injuries which can affect your ability to work, travel, or function as usual:

- Sprains & strains
- Fractures
- Bruises & contusions
- Abrasions & lacerations

To prevent slips, trips, and falls:

- Practice Good housekeeping - Maintain clear, tidy work areas free of clutter
- Follow safe walking practices & routes
- Wearing proper footwear
- Use handrails
- Do not block your walking vision by carrying a heavy or cumbersome load

Note: Trans-Bridge Lines follows all OSHA regulations at our main facility at 2012 Industrial Drive, Bethlehem.

Additional Speakers: There are some topics that Trans-Bridge Lines received training and information on that cannot be shared with our passengers due to their sensitive nature. The following groups were represented at our sessions to provide this instruction:

Bethlehem Police Department, Federal Motor Carrier Safety Administration (FMCSA), and Transportation Security Administration (TSA)



PROACTIVE VS. REACTIVE

When defining reactive vs. proactive, it's important to understand the difference between the two. In order to determine if an action is reactive or proactive, analyzing your approach might provide insight.

What is reactive behavior?

Reactive behavior often refers to an immediate response to feelings about an uncontrollable situation, a problem or other issue.

What is proactive behavior?

Proactive behavior addresses future conditions, circumstances or crises. Being proactive revolves around the anticipation of problems or issues to design plans that avoid negative outcomes or prepare for positive results. People who practice proactive behavior tend to look at the entire situation to plan for unforeseen circumstances.

Benefits of using reactive thinking

Reactive thinking allows individuals to take action right away to address an issue or solve a problem. Reactive behavior means people act to find an immediate solution to rectify an issue. Critical thinking skills come into focus in reactive thinking. People develop creative

solutions to solve problems and may even discover a long-term strategy. Immediate solutions may come easier to reactive thinkers.

Reactive thinkers are less concerned with what may happen and more focused on the work in front of them. Rather than spending time anticipating delays or obstacles, reactive thinkers keep making progress on projects or tasks.

Benefits of using proactive thinking

Proactive thinking considers an entire scenario and seeks to develop solutions to avoid similar situations in the future. This method of thinking reduces stress since unplanned issues may come with unanticipated repercussions. For most businesses, planning ahead is imperative for security, safety, and privacy.

Solve a future problem: Proactive thinking focuses on the future. It develops plans to avoid problems and strategies to address potential issues. It works to prevent minor issues from becoming larger.

Planning for the future is an opportunity to set goals and the parameters to meet them. Thinking proactively helps create a solid foundation and provides a data trail of action for accountability.

Tips:

- Alter your language - Change your language to reflect forward thinking and positive action.
- Allow room for improvement - Some people gravitate toward proactive behavior easier than others. If you find your behaviors are too reactive, set small goals to improve.
- Know your own intentions - Remember that proactive and reactive behaviors have their functions and their place. Combine elements of both methods so that each works for you. Apply reactive thinking to solve an immediate problem or create a new strategy. Use proactive behavior to define a plan that avoids the problem in the future and provides a foundation for the strategy.



FIRE EVACUATION & FIRE EXTINGUISHERS

Fire extinguishers are great tools to protect people and property from fire during its early stages. When using an extinguisher or selecting an extinguisher to install, it's important to know the characteristics of different fire extinguishers.

There are four classes of fire extinguishers – A, B, C and D – and each class can put out a different type of fire. Air pressurized water, carbon dioxide (CO2) and dry chemical are the three most common types of fire extinguishers, with wet chemical extinguishers also used often.

The contents of a fire extinguisher don't expire in the same way that food, for example, does, however, the extinguisher can lose pressure over time, rendering it

effectively expired if unchecked. Fire extinguishers should be inspected every year to check for pressure levels and any damage. An extinguisher that has just lost pressure does not necessarily have to be replaced. They can be recharged.

Most fire extinguishers operate using the P.A.S.S. technique:

P. Pull the pin on the fire extinguish-

er in order to break the tamper seal.

- A.** Aim the fire extinguisher low, with the nozzle pointed at the base of the fire.
- S.** Squeeze the handle of the fire extinguisher to release the extinguishing agent.
- S.** Sweep the nozzle from side to side while pointed at the base of the fire until it is extinguished.



Always follow your company's evacuation plan and have designated personnel who are responsible to account for all individuals once a safe and designated area is reached.

In the event of an

emergency on a motorcoach, always follow the instructions of the driver.

In addition to the exit door, the bus is equipped with emergency windows and roof hatches.

Window passengers should always take a moment to look over

the exit instructions on the window panel of the bus to familiarize themselves with procedure for opening the window before the bus departs.

Trans-Bridge Lines will make an announcement requesting this before the bus embarks on its run.

HABITS TO KEEP YOURSELF SAFE!

SAFETY FIRST

There are many habits that individuals can do for themselves to ensure their safety.

- We should follow traffic safety rules.
- We should sit properly on moving the bus.
- Dress appropriately for weather conditions.
- Avoid distractions, stay focused.
- Be acutely aware of your surroundings in every situation.
- Don't be in a hurry.
- Wear seatbelts.
- Be sure to lock vehicles in commuter lots.
- Always carry a safety item with you. (i.e. pepper spray)
- If you see something, SAY SOMETHING!