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ASEU-LIT-OPP

22 June 2023

MEMORANDUM FOR ALL TENANT UNITS

SUBJECT: U.S. Army Garrison (USAG) Italy Policy Letter, Code of Conduct for Garrison Shuttle Bus Services (Del Din and Mass Transit Shuttle)

1. References:

- a. AR 58-1, Management, Acquisition, And Use of Motor Vehicles
- b. AR 608-18, The Family Advocacy Program
- c. AER 608-18, The Army Europe Child & Youth Supervision
- d. U.S. Army Garrison (USAG) Italy Policy Letter Memorandum Child and Youth Supervision
- e. Uniform Code of Military Justice (UCMJ), Article 134

2. Purpose: This memorandum explains the installation's Code of Conduct policy for use of non-contractor operated shuttle bus services (Del Din and Mass Transit buses). It establishes who may ride the bus, the age limitations on who may ride alone and unsupervised, it outlines maximum vehicle occupancy limits, indicating a seating priority system for certain categories of passengers, it restricts certain items passengers may bring on the bus and provides guidance on activities passengers may engage in while riding the bus, also enforcing administrative actions for disruptive behaviors.

3. Definitions:

- a. Valid US ID card: Any current Common Access Card/Local National Employee Installation Pass, Military/Retiree ID, or USAG Italy Issued Dependent ID card.
- b. Person: Anyone attempting to ride the Shuttle Bus.
- c. Passenger: A person who the driver has allowed on board the Shuttle Bus.
- d. Child: Birth through age 11.
- e. Youth: Age 12 through age 17.
- f. Supervision: The act or function of overseeing something or somebody.
- g. Appointed Guardian: A person appointed by an officially recognized entity to provide direct supervision of a child or youth.

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h. Reporting POC: Military Police Help Desk, 646-5300 or 0444-71-5300.

i. Personal entertainment devices: A radio, iPod, iPad, phone, DVD player, computer or another similar device.

4. Authorized passengers:

Person	Permitted to ride
US ID Card holder	Yes - ages below 12 years old require US ID Card supervision/escort
Non-US ID Card holder under the age of 11	No - unless accompanied by a US ID Card holder of age over 17, or unaccompanied with a 61h grade DoDDS school bus pass
Non-US ID Card holder over the age of 11	No

5. Boarding, and exiting, the bus.

a. All persons will enter the bus through the front doors and will produce a valid US ID card to the driver for inspection. The driver will deny boarding to unauthorized passengers.

b. Passengers will exit the bus through the rear doors.

c. In addition to denying boarding, drivers may contact the reporting POC to report those who deliberately attempt to circumvent the US ID card check by entering through the rear door.

6. How many persons may ride.

a. Once the maximum capacity of the bus is reached, the driver will deny boarding to additional persons.

b. Passengers must remain seated on the bus, with their seat belt fastened (if available).

c. The priority for determining persons permitted boarding is "first come, first served".

d. If disputes arise regarding seating, priority for seats on the bus is given to passengers with disabilities, elderly, expectant mothers, and accompanied/escorted children under 11 years of age, followed by military personnel in uniform. Passengers refusing to yield their seat to another passenger described in one of these categories may be subject to administrative and disciplinary action.

7. What you can bring on-board.

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a. Passengers may carry hand luggage, strollers, backpacks and similar items. Passengers must either stow items on a designated cargo rack, cargo area, or place the items on their laps. Passengers will not place items on an empty seat when seats are required to accommodate other passengers, and there are no other passenger seats available.

b. Under certain circumstances, passengers may ask the driver to open the cargo compartment under the bus, so that large items can be stowed. Passengers are responsible for loading their items into the cargo compartment and retrieving them at destination. Example: Soldiers using the mass transit shuttle to turn-in or retrieve Organizational Clothing and individual Equipment (OCIE) from the Central Issue Facility on Lerino.

c. Bicycles are only authorized in the cargo compartment. It is the rider's responsibility to load and unload the bicycle. Riders also accept all risks associated with loading and unloading their bicycles and subsequent transportation of same.

d. Except for service animals accompanying persons with disabilities, military working dogs, and animals being trained for either of these purposes, pets and animals are not permitted on the bus unless enclosed in a container and carried in a manner which would not annoy other passengers.

e. Drivers will collect items left or abandon on the bus and turn them into the reporting POC at the end of the day. Passengers may retrieve lost items from the reporting POC.

f. Items are transported at the passenger's risk. The Government is not liable for loss of, or damage to, items transported on the bus.

g. Nothing contained in this section shall apply to the use of wheelchairs, crutches, canes, or other physical assistance devices.

8. Activities that are prohibited on the bus. No passenger may:

a. litter; dump garbage, liquids or other matter; create a nuisance, hazard or unsanitary condition (including, but not limited to, spitting or urinating).

b. Remove trash and other waste materials contained in waste receptacles.

c. Use an electronic cigarette, smoke, or carry an open flame or lighted match, cigar, cigarette, pipe or torch.

d. Create any sound through the use of a sound production device (speakers). Use of personal electronic devices with headphones or earphones, inaudible to others, is permitted.

e. Drink any alcoholic beverage or possess any open or unsealed container of alcoholic beverage.

f. Enter or remain on the bus while his or her ability to function safely on the bus is impaired by the consumption of alcohol or drugs.

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g. Engage in improper conduct in a manner which may cause or tend to cause annoyance, alarm or inconvenience to a reasonable person or create a breach of the peace, to include (but not limited to) the use of profane, offensive, or vulgar language or other obscenities either verbal or non-verbal.

h. Engage in excessive displays of affection that may be perceived as sexual in nature.

i. Occupy more than one seat on the bus when to do so would interfere or tend to interfere with the operation of the bus or comfort of other passengers.

j. Place his or her foot/feet on a seat on the bus.

k. Lie on the floor or landing of the bus.

l. Engage in unsafe behavior. Unsafe behavior includes, but is not limited to:

(1) running or moving, through the center aisle while the bus is in motion.

(2) sitting on top of other passengers.

(3) swinging from handrails.

(4) sitting or riding in the bus steps.

(5) standing, leaning against, or pushing on any part of the door/ door-operating mechanism.

(6) placing feet on windows.

(7) punching, kicking, pushing or throwing objects at other passengers

(8) standing or riding on skateboards, roller blades, hover boards, razor scooters or similar objects while the bus is in motion

(9) distracting the driver.

9. How violations of the Code of Conduct are handled.

a. All passengers will follow lawful orders and directives of the bus driver.

b. Drivers will inform persons when they are denied boarding onto the bus. If a person refuses (e.g. will not get off the bus, or forces their way onto the bus), the driver will contact the reporting POC who will take appropriate measures to address the situation. Under most circumstances, the driver will continue to operate the bus, and meet the reporting POC at the next stop.

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c. Under certain circumstances, if the driver believes that the situation is so serious that allowing a person to remain on the bus is unsafe, the driver may refuse to move the bus until the reporting POC addresses the situation.

d. Failure to comply with the requirements described in this policy may result in intervention by military authorities or other community agencies, revocation of riding privileges, and/or administrative or judicial action.

e. Children over the age of 11 and/or Youth who use the shuttle bus services, are required to obey these policies regarding safe operations while passengers are on the shuttle bus. Parents or legally appointed guardians are responsible for the appropriate supervision, health, safety, well-being and behavior of children in their care, whether they physically present or not. Failure to exercise parental responsibilities may constitute neglect and parents/sponsors are responsible for the actions/behavior of their respective child/youth while riding the bus.

7. The Point of Contact for this policy is the Installation Transportation Officer, Logistics Readiness Center Italy, DSN 646-2305, or [usarmy.italy.405-afsb.list.lrc-i-plans-and-ops-spo@army.mil](mailto:usarmy.italy.405-afsb.list.lrc-i-plans-and-ops-spo@army.mil).



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