	Regulation Number: 98.11.1
	Version Number: 02
VTA RULES AND REGULATIONS	Effective Date: 11/10/98
ENTRY UPON AND USE OF VTA ADMINISTRATIVE FACILITIES	Date Last Revised: 4/30/99
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1.0 Purpose:

To establish rules and regulations for the entry upon or use of transit administrative facilities of VTA.

Permission to enter upon or use of transit administrative facilities is conditioned upon compliance with Ordinance 98.1, applicable federal, state and local laws, ordinances, and these rules and regulations.

These rules and regulations are established in the interest of VTA customer and employee convenience and safety.

2.0 Scope:

These rules and regulations govern who is authorized to enter or use any VTA administrative facility. Current VTA administrative facilities are:

River Oaks Administrative Facility	Downtown
Customer Service Center	Cerone Operating
Division	Chaboya
Operating Division	Guadalupe
Operating Division	North Operating
Division	

3.0 Responsibilities:

- 3.1 The Chief of Security and employees shall be responsible for informing people of the need to comply with these rules and regulations.
- 3.2 The Chief of Security shall be responsible for enforcing these rules and regulations.
- 3.3 Copies of these rules and regulations pertaining to the entry and use of transit administrative facilities shall be available at the VTA Board Secretary's office located at 3331 North First Street, San Jose, California 95134-1906 or by calling (408) 321-5680.


4.0 Rules and Regulations:

4.1 River Oaks Administrative Facility

4.1.1 Hours of Service

- 4.1.1.1 The River Oaks Administrative facility is open to the members of the public who have business to transact with VTA, between 8:00 a.m. and 5:00 p.m. Monday through Friday.

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4.1.1.2 After hours (5:00 p.m. to 8:00 a.m.) and on Saturday, Sunday and VTA holidays the facility is closed to the public unless arrangements are made in advance and authorized by the General Manager, Division Director, or Division Deputy Director.

4.1.2 Visitors

4.1.2.1 All visitors, including vendors, shall report to the security officer located in the lobby of Building B.

4.1.2.2 Authorized visitors, including vendors, shall display a visitor badge on their outermost garment while on the premises.

4.1.2.3 Authorized visitors, including vendors, shall be under the supervision of a VTA employee while on the premises.

4.1.3 Unauthorized Persons

4.1.3.1 Unauthorized persons found on the property during business or non-business hours shall be reported to the security officer located in the lobby of Building B at (408) 321-5554.

4.1.3.2 Unauthorized persons shall be escorted off the premises and may be subject to arrest and prosecution.

4.1.4 Employees

4.1.4.1 All employees of the River Oaks Administrative facility shall display their VTA employee identification card on their outermost garment while on the premises of VTA administrative facilities.


4.2 Downtown Customer Service Center Administrative Facility

4.2.1 Hours of Service

4.2.1.1 Downtown Customer Service Center Administrative facility is open to the public between 8:00 a.m. and 6:00 p.m. Monday through Friday, Saturdays from 9:00 a.m. to 3:00 p.m. and is closed Sundays and holidays.

4.2.2 Visitors

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4.2.2.1 All visitors, including vendors, shall report to a staff person located at the Downtown Customer Service Center Administrative Facility.

4.2.2.2 Authorized visitors, including vendors, shall be under the supervision of a VTA employee while on the premises.

4.2.3 Unauthorized Persons

4.2.3.1 Unauthorized persons found on the property during business or non-business hours shall be reported to a security officer.

4.2.3.2 Unauthorized persons shall be escorted off the premises and may be subject to arrest and prosecution.

4.2.4 Employees

4.2.4.1 All employees of the Downtown Customer Service Center facility shall display their VTA employee identification card on their outermost garment while on the premises of VTA administrative facilities.

4.3 Operating Division Administrative Facilities


4.3.1 Hours of Service

4.3.1.1 Except for the purchase of VTA fare media, Operating Division Administrative Facilities are not open to the public.

4.3.1.2 Normal business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

4.3.2 Visitors

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4.3.2.1 All visitors, including vendors, shall report to a staff person located at the Administrative Office of the Operating Divisions.

4.3.2.2 Authorized visitors, including vendors, shall be under the supervision of a VTA employee while on the premises.

4.3.3 Unauthorized Persons

4.3.3.1 Unauthorized persons found on the property during business or non-business hours shall be reported to a security officer at the following telephone numbers:

Cerone Division	(408) 546-7737
Chaboya Division	(408) 546-7862
Guadalupe Division	(408) 546-7691
North Division	(408) 546-7323

4.3.3.2 Unauthorized persons shall be escorted off the premises and may be subject to arrest and prosecution.

4.3.4 Employees

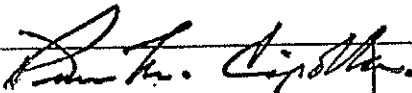
4.3.4.1 Except employees dressed in VTA uniforms, all employees of the Operating Divisions shall display their VTA employee identification card on their outermost garment while on the premises of VTA administrative facilities.

5.0 Summary of Changes:

Version 2: On 4/30/99 the header of this document was changed from "Ordinance Number" to "Regulation Number." In addition, a regulation numbering system was implemented referencing the year and month the regulation was adopted and a number indicating the order in which the regulation was adopted that year.

6.0 Authority:

Ordinance Number 98.1, (October 1, 1998).

 Approved by General Manager: _____ Peter M. Cipolla	Date Approved: 4/30/99
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