

# Memo

**To:** All Driver/Guides & Department Managers  
**From:** Mollie H. Jones, Operations Manager/Jay Rogers, Safety & Training Manager  
**CC:** Paul Schneider, UTU General Chairman  
**Date:** 10-10-2007  
**Re:** ADA & Adverse Weather Training - II

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## ADA and Adverse Weather Training II

Day	Date	Start Time	Break	Practical	End Time
Wednesday	10/17/2007	700	0900-0930	930	1100
Thursday	10/18/2007	900	1100-1130	1130	1300
Saturday	10/20/2007	1630	1830-1900	1900	2030
Sunday	10/21/2007	800	1000-1030	1030	1200
Monday	10/29/2007	1000	1200-1230	1230	1400
Tuesday	10/30/2007	1500	1700-1730	1730	1900

If your choice of time/day conflicts with your existing bid, please submit a request to Dispatch to have your work covered for the time frame required to complete the training. Please take into account, the sooner the request is submitted the greater the likelihood of being approved.

Please note this is **REQUIRED** for all of our drivers and please remember these are the scheduled times - there may be minor adjustments based on size of class and various other aspects.

You are not required to wear your uniform - business casual is fine.

Please sign up on separate sign up sheets posted. Thank you.