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Date: 11-15-2019

To: Alexandria-area Drivers

From: Management

Re: Winter Bus Washing

Greetings:

Due to the space constraints of the Alexandria garage and the approaching winter, we've decided to contract with Squeeky Clean Car Wash as an option for washing the buses.

Each bus that frequently drives in the Alexandria-area will have a card (like the fuel card) that can be used in the large washing bay.

Use of the Squeeky Clean Washing Bay is as follows:

- Used only for buses driven in the Alexandria-area.
- Full-time drivers can use the bay up to twice per week and part-timers can use the bay up to once per week. However, if it only needs to be washed once a week total, that's fine too.
- Use your best discretion:
 - o if it will only need a quick hose-down, please do that in the Rainbow Rider Facility.
 - if you have time in the middle of your day (outside of your break), take the time to wash the bus at the Rainbow Rider Facility.
 - Try not to exceed 15-20 minutes per wash.
 - If you are driving a bus that comes out of the Lowry facilities, consider washing the bus there as there is more room to do so.

We understand that washing the buses in the Alexandria garage in the wintertime is difficult. Please be mindful when utilizing this incentive, so that we can continue this contract through the next few winters until we get a new garage in Alexandria.

Cards will be in the same place as the fuel cards and use of these cards will begin as soon as November 20th, 2019.

Sincerely, Management, Rainbow Rider