UNIFORM and APPEARANCE RULES

Effective May 15, 2013
UNIFORMS FOR CAT EMPLOYEES

As an employee of Chatham Area Transit (CAT), you are the most important link to our community and riders. Each day we transport many people who look up to us as the professional. Your display of professionalism, appearance, and overall attitude could be the deciding factor as to whether or not these individuals will continue to use our system. To ensure their continued patronage, you must assume the role of “salesperson” of our service.

Chatham Area Transit (CAT) provides an allowance to certain Transportation, Maintenance, and Marine Operations employees to secure the required uniform. Operators, Supervisors, Maintenance and Marine employees must wear the required uniform while performing their regular duties. CAT pays for these uniforms in order to ensure a comfortable, durable set of garments that promotes the interests of safety, camaraderie, and a positive image to our customers and the general public. Your uniform enhances your visibility as a representative of CAT and gives the public a perception about your authority aboard the bus. You must wear your uniform when reporting for duty and while on duty. Your uniform may also be worn while en route to and returning from work and between assignments on split shifts. Your uniform is not to be worn for personal use at other times. Unused uniform allowances from previous year entitlements do not carry over to the next year’s entitlement. Uniform allowances must be used within the allotted year. Any damage (accidental or intentional) sustained to an issued uniform shall be reported to the head of your department. That director shall bear the decision of whether the department or the employee shall bear the expense of replacement. A current, valid license is considered part of the uniform.

Operators, Supervisors, Maintenance, and Marine employees must report for duty in the prescribed regulation uniform and must maintain a neat and clean appearance. The purpose of this uniform policy is to provide guidance to CAT employees as to what constitutes the “regulation uniform” and how the uniform policy will be applied. As such, this uniform policy should be regarded as rules promulgated by CAT and its subsidiaries that shall govern the conduct of all employees. Any failure to adhere to this uniform policy will result in direction to correct the noncompliance, as well as progressive discipline.

In addition to the uniform policy, all CAT employees are required to maintain a clean and well-groomed appearance. Hands and fingernails, hair, sideburns, mustaches and beards must be neat, clean, and trimmed in a manner that our customers should reasonably expect.

To ensure compliance with this uniform policy, Transportation, Maintenance, and Marine employees may be subject to routine or special inspections at any time while on duty or reporting for duty. It is important to consistently be in proper uniform and to meet these requirements. Employees found to be in violation of the uniform policy may not be allowed to continue working and will also be subject to progressive discipline. If the violation of this uniform policy cannot be corrected on the spot, the employee may be relieved of duty until the problem is corrected, with a possible loss of pay until the employee can be restored to duty. Again, progressive discipline will be applied.

Clothing worn in the performance of duties at CAT will be only that approved by CAT and furnished by its authorized vendor(s), unless otherwise agreed upon by the Chief Operating Officer, e.g., exceptions based upon medical requirements. Accessories that employees may choose to wear (e.g., scarves, jewelry) must meet two general requirements: they must not present a safety hazard, and they must be consistent with the overall professional appearance of the uniform. Maintenance employees will not be allowed to wear any jewelry while working on the equipment.
In inclement weather, outerwear such as mufflers, scarves, mittens, etc., that is not officially issued by CAT may be worn while waiting and while making road relief, when traveling to and from work, when walking to and from buses in the yard and garage, when warming buses prior to pulling out, and when operating a vehicle that has been reported to the Control Center as having a defective heater. Otherwise, such outerwear shall not be worn while in service. Employees who dress improperly for weather conditions and are continually sick will be cautioned and advised to modify their dress to meet appropriate weather conditions.

Chadwick L. Reese
General Manager
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BASIC UNIFORM REQUIREMENTS

A. Standard Uniform

The standard uniform for CAT Operations employees—Transportation, Maintenance, and Marine—shall consist of the following:

1. **Trousers, Slacks, Skirts**

   Employees are required to wear only those trousers, pants, or skirts that are acquired through the authorized supplier—solid black for Transportation, black for Maintenance supervisors, navy blue for Mechanics and Hostlers, and khaki for Captains and Mates. Skirts are to be worn four (4) inches below the knee. You must wear approved ankle socks with slacks and stockings with skirts only (navy blue or black).

2. **Shirts**

   Employees are required to wear only those button-down shirts that are acquired through the authorized supplier(s)—plain green oxford shirt for Transportation, light blue for Maintenance supervisors, navy blue with reflective strips for Mechanics and Hostlers, and white short-sleeve for Captains and Mates. For Maintenance— if for any reason you are wearing an outer garment that covers your reflective shirt, you are then required to wear a reflective vest. Shirts can be long-sleeved, short-sleeved or ¾ length sleeve. When wearing a long-sleeved shirt, the cuffs are to be buttoned at all times, and Operators are to wear a tie. All front buttons of the shirt will be buttoned except the collar button if a tie is not worn. All buttons must be present and fastened. When wearing a short-sleeved shirt, the sleeves are not to be rolled up. The CAT logo shall be embroidered on the left front of the shirt and union patch on left sleeve. Marine employees are to have one set of shoulder-board epaulets. If a T-shirt is worn with the company-issued shirt, that T-shirt must be solid white or black, clean and in good repair. T-shirts and undershirts must be plain, free of any lettering, pictures or designs. All shirts must be worn tucked into the slacks or skirts.

3. **Jackets**

   Transportation and Marine Operators are required to wear only those jackets that are acquired through the authorized supplier.

4. **Ties**

   (Operators and Supervisors only): The specified tie will be worn with long-sleeve button-down shirts. Operators and Supervisors are required to wear only the ties that are acquired through the authorized supplier. Ties shall be the ladies' black cross-over or Velcro style, or men's clip type.

5. **Socks**

   Employees are required to wear socks (black or navy blue) or hose (black or flesh tone) as appropriate for the season that are acquired through the authorized supplier or that were acquired from Aramark or Unifirst before this revision of the Uniform Policy.

6. **Belts**

   Belts that are black in color and one-and-a-half (1-1/2) to one-and-three-quarter (1-3/4) inches wide from the authorized vendor are acceptable. The buckle must be plain and
simple. Belts shall remain fastened while in service. Belts are not to be used to hold anything.

7. Shoes or Boots

Operators and Supervisors – Black, plain toe, tie-up shoes with a one-half (1/2) to three-quarter (3/4) inch heel height. No buckle shoes will be worn. Maintenance and Marine employees are to wear safety work shoes or boots as appropriate for their work environments.

8. Safety Vests

Company-issued Safety Vests are required to be worn by all CAT operating and maintenance employees, visitors, and contractors working in bus yards. Vests are also required for employees working anywhere they have exposure to vehicular traffic. Safety vests must also be worn at all construction sites. Specifically, safety vests are required to be worn when:

a. You are in any bus yard, whether walking to or from your bus, doing pre- or post-trip inspections, or talking to someone. Whatever the reason in the bus yard, your vest must be worn at all times.

b. Your bus breaks down or you are in an emergency situation on the roadway, off the bus, ensuring necessary safety requirements are met.

c. You are at a transfer center or transfer point and are off your bus. (Since you are exposed to vehicular traffic, a vest is required.

You are required to report a Safety Vest lost, missing or stolen to ensure that a replacement vest is obtained for you.

B. Optional Items

In addition to the standard uniform for CAT Transportation and Maintenance employees, the following optional clothing items may be purchased and worn subject to the following requirements.

1. Sweaters

Operators may wear only those sweaters that are acquired through the authorized supplier, black with company logo.

2. Gloves

Gloves must be black and authorized by CAT. Such gloves must provide leather (non-slip) contact with the steering wheel and must not interfere with the safe operation of CAT equipment.

3. Headwear

Authorized uniform headwear and/or company-issued, safety helmets, regulation baseball styled cap, or winter hats with CAT logo allowed. Caps recognizing a specific event such as the annual Roadeo may be worn, unless otherwise specified. Bandanas will not be accepted.
4. Pins/Badges/Stickers

Wear official pins issued by or through CAT or ATU Local 1324 in a manner consistent with their design and purpose.

a. No items of a political or campaign nature may be worn.

b. You may not wear scarves, flowers, garlands, corsages, etc., with the uniform while you are on duty.

c. The following pins may be worn on the uniform indefinitely:
   - CAT or ATU Logo
   - Safe driving – most recent one only centered on the left shoulder seam of the shirt or jacket.
   - Union Logo – centered on the right shoulder seam of shirt or jacket.
   - Safety Award Pins
   - Service Award Pins

5. Jewelry/Accessories

a. Employees may wear finger rings, bracelets and earrings as long as these do not interfere with the safe operation of CAT equipment or become a hazard to the operator. Exception: Maintenance employees may not wear finger rings while working on CAT equipment. Maintenance employees may wear earrings provided they do not interfere with the safe operation of CAT equipment or become a hazard to the employee.

b. Employees may wear accessories or jewelry about the neck as long as these do not interfere with the safe operation of CAT equipment or become a hazard to standard safety practices.

c. Operators are required to wear a watch or timepiece that is synchronized each day with the clock in the Operators' Breakroom (CAT time).

d. Transportation and Maintenance employees may wear devices to control the hair as long as the devices are conservative and of a color that blends with the uniform colors.

e. Headphones and any other type of earpiece listening devices are not permitted while on CAT property. Exceptions are limited to medically prescribed ear pieces only.

f. The use of cellular phones and other personal communications devices is prohibited while operating a transit vehicle and should be limited to emergency use only and kept to the minimum extent necessary to communicate when off the vehicle.

6. Sunglasses

In the interest of safety, sunglasses with a professional appearance may be worn, during daylight hours and outdoors only. Sunglasses must consist of tinted material. No mirrored sunglasses are permitted. Sunglasses are to be purchased at the employee's expense.

7. Maternity Wear

CAT-approved maternity attire may be worn by expectant mothers. Clothing must be comparable in color and style to the standard uniform.
C. New/Probationary Employee Uniform Requirements

New/probationary employees are expected to adhere to the same appearance standard required by all CAT professionals. Set forth below is the dress code to follow before a uniform is available, as well as the terms governing those employees who do not transition from the probationary status.

1. Training

Operators and Marine employees in training are to wear a plain, white, collared shirt with black pants and black shoes. Tennis shoes will not be permitted. Maintenance employees in training are to wear a dark shirt with dark pants and appropriate safety work shoes or boots until their uniform comes in.

2. Uniform Entitlement

Bus Operators transitioning from Training to Revenue Operations who begin their one hundred and twenty (120) day probationary period will receive an entitlement to purchase one complete uniform set. If the probationary Bus Operator fails to successfully complete the 120 day probationary period with CAT due to the Bus Operator's voluntary resignation or termination due to performance or disciplinary action, the Probationary Bus Operator will reimburse CAT the amount of that entitlement. This deduction will occur in the immediate paycheck following the separation from CAT. Maintenance and Marine employees issued a uniform who decide to separate from the company will return all such articles before their final paycheck will be disbursed.
STANDARDS AND DISCIPLINE

A. Appearance

All employees must maintain a neat, clean, well-groomed appearance, which is vital to the effectiveness and acceptance by the public of us as professionals. We are expected to be well-groomed professionals demonstrating self-respect and pride in our appearance. Any time you report for work and at all times when operating a transit vehicle and in view of the public, you must be in complete, proper uniform and meet CAT’s general standards of appearance.

B. Grooming

Maintain a neat appearance and practice appropriate hygiene.

- All clothing must fit well, be clean, wrinkle-free and in good repair. Uniforms may only be altered as required to fit properly.
- Hair, sideburns, mustaches, and beards should be combed and neatly trimmed so as to give an even and well-tended appearance. Beards should not exceed 1” in length.
- Hair should be under control so as not to interfere with the safe operation of CAT equipment. Hair shall be worn so that the employee’s vision is not obstructed in any way.
- Personnel shall practice appropriate hygiene to ensure that offensive odors are not present.

C. Uniforms

Regulation uniform must be worn when reporting for duty and while on duty, including training assignments that require operation of CAT equipment. The uniform shall be worn in a clean and pressed manner at all times. Transportation, Maintenance, and Marine employees reporting for non-driving training may wear acceptable casual clothing that is appropriate to the workplace.

1. Appropriate Places to Wear Uniforms

When in uniform, employees are not to engage in unauthorized activities or to be seen in inappropriate locations including, but not limited to, taverns, bars, etc. While in uniform, do not consume alcoholic beverages in public. While it is impossible to define every such situation, the following examples are considered prohibited conduct while wearing CAT uniform garments while off duty: drinking alcohol in a public place, working for another employer, participating in a job action or picket line against another employer, carrying a firearm or other lethal weapon, disorderly conduct or creating a nuisance or disturbance aboard a bus, at a bus stop, or at another public place where bus customers congregate.

2. Permission to Work Out of Uniform

An Out of Uniform Slip is a notice that an Operator is permitted to drive a transit coach or that a Mechanic/Hostler is permitted to work on equipment without wearing specific authorized uniform items due to a medical condition. It may be issued to an employee who has submitted proper medical certification indicating the specified uniform item(s) that may be excluded.
3. Exceptional Circumstances

CAT retains the final authority to determine the suitability of any clothing or other items worn by personnel while on duty. If you attempt to report for work and are not wearing a complete uniform, you will not be allowed to work until the deficiency is corrected. If you are wearing a prohibited item with the uniform, you must remove the item immediately upon being directed to do so by the dispatcher, supervisor, or manager.

4. Prohibited Clothing

Operations employees are not permitted to wear jeans, cargo pants, T-shirts, sweatshirts/pants, or tennis shoes while on duty.

5. Items Requiring the CAT Logo

<table>
<thead>
<tr>
<th>Shirts, both long- and short-sleeve</th>
<th>Jackets/Coats</th>
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</thead>
<tbody>
<tr>
<td>Sweaters</td>
<td>Optional Parka</td>
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<tr>
<td>Hats/Baseball Caps</td>
<td></td>
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D. Uniform Policy Violations

Disciplinary action will be issued for violation of uniform standards unless the employee has a physician’s note. If being out of uniform poses a safety hazard, or if a supervisor/manager recommends, the employee will be immediately relieved of duty. All Operators, Transportation Supervisors, Mechanics, Hostlers, and Maintenance Supervisors will be subject to disciplinary action.

1. Correctable Violations

Employees who can correct a violation of the uniform policy, including appearance standards, will be afforded an opportunity to do so short of being relieved from service. The necessity of progressive discipline because of a correctable deviation shall depend upon whether the deviation is minor or major in nature.

a. Minor – Minor deviations shall be considered cases where the employee is wearing all of the primary elements of the required uniform (i.e., shirt, trousers and shoes) and is either improperly wearing the secondary elements of the uniform (e.g., belt, tie) or is not wearing them but has them immediately available. In instances of a minor deviation, the employee is in a position to straighten him or herself out and get into compliance without significant effort, they may have merely “forgotten” to put on a tie or tuck in a shirt. In such cases, discipline will not be imposed if the employee has the items on hand to correct the uniform violation.

b. Major – Major deviations shall be considered cases where the employee is either not wearing the primary elements of the uniform (without permission); is working in a sloppy, dirty or unhygienic condition; is unable to produce all of the required secondary elements of the required uniform on an immediate basis; or has been observed to have “forgotten” elements of the required uniform (e.g., name badge, necktie, belt, buttoned shirt) on a more than occasional basis. Such cases shall result in disciplinary action.
2. Non-Correctable Violations

Employees who are unable or unwilling to correct a violation of the uniform policy at the time and place that it is observed will incur disciplinary action. At the discretion of the Chief Operating Officer, the employee may be ordered to stand down at the first practicable opportunity so as to take the necessary measures to bring the employee back into compliance with the uniform policy. In cases where the employee is relieved from duty or otherwise ordered to stand down, he or she will be subject to a loss of pay for the actual time between being relieved and the time that he or she is able and permitted to return.

3. Establishing the Basis for Disciplinary Action

In cases where an employee is missing a necessary element of the required uniform, the supervisor or manager issuing the disciplinary action shall note on the Employee Disciplinary Report the element or elements of the required uniform that were or are missing. In instances where the basis for issuance of discipline is a violation of appearance standards, a photograph of the employee will be taken wherever practical. A copy of the Employee Disciplinary Report will be issued to the employee.

4. Progressive Discipline for Violations of the Uniform Policy

Disciplinary action for the exclusive (only) reason of a violation of the uniform policy shall be subject to a rolling twelve-month statute of limitations, so that only prior violations of the uniform policy in the preceding twelve (12) months shall be considered in determining the level of discipline to be administered. Employees who are determined to have violated the uniform policy as stated on the Employee Disciplinary Report shall be subject progressive discipline as described in the Discipline Code.

One of the indicators of success for CAT is to be successful using the talents of our dedicated, well-trained, professional employees who work together to deliver clean and quality service to meet our customers’ transportation needs. So take pride in your appearance, and remember that putting on your CAT uniform makes you part of a larger, professional whole.

Chatham Area Transit Management Personnel

Deputy Executive Director/COO
Earl S. Perry, Transportation Manager
Maintenance Director
Jimmy Gunby, Marine Operations Director

Amalgamated Transit Union Management Personnel

Calvin Kennedy – Business Agent/President
Fred Jones – Business Agent/Vice President
Kenneth Lawyer – Shop Steward

Uniform Policy

Effective May 15, 2013
Authorization to Work Out of Uniform

Date: _____________________  Facility: _________________________

To Department Head (name and title): ______________________________________

From Supervisor (name): ___________________________________________

Employee __________________________, I.D. # _______________ is
permitted to work out of uniform until ___________________________ (date).

(Medical documentation must be attached.)

The Chief Operating Officer is the only authorized management personnel who may issue
approval for unusual circumstances such as medical reasons. Employees will be required to
wear apparel and shoes as stipulated in the uniform policy unless otherwise approved by the
COO.

Additional Comments:

__________________________________________

__________________________________________

__________________________________________

Distribution:
Original to Transportation Manager, Maintenance Director, or Marine Ops Director
cc:  Chief Operating Officer
     Employee
     Employee File
REGULAR UNIFORMS

Transportation Supervisor

Duty:
Green button-down Long-Sleeve Shirt with Necktie, neatly tucked
Black khaki Pants
Blue or Black Ankle Socks
Black Shoes
Headwear – Baseball Cap or Winter Hat
Black Belt, Black Gloves
Name badge (ID Number)
Authorized Winter Jacket

Dress:
Green Button-down Long-Sleeve Shirt with Necktie, neatly tucked
Black Polyester Pants
Black Sport Jacket
Black Shoes
Blue or Black Socks
Headwear – Baseball Cap or Winter Hat
Black Belt, Black Gloves
Name badge (ID Number)
Authorized Winter Jacket

Operator

Duty:
Green button-down Long-Sleeve Shirt with Necktie, neatly tucked
Black khaki Pants
Blue or Black Ankle Socks
Black Shoes
Headwear – Baseball Cap or Winter Hat
Black Belt, Black Gloves
Name badge (ID Number)
Authorized Winter Jacket

Dress:
Green Button-down Long-Sleeve Shirt with Necktie, neatly tucked
Black Polyester Pants
Black Sport Jacket
Black Shoes
Blue or Black Socks
Headwear – Baseball Cap or Winter Hat
Black Belt, Black Gloves
Name badge (ID Number)
Authorized Winter Jacket
Regular Uniforms, cont'd.

Maintenance Supervisor
Navy Blue Long- or Short-Sleeve Shirt, neatly tucked
Reflective Safety Vest
Black Pants
Black or Brown Work Shoes/Boots
Blue or Black Socks
Headwear – Black or Blue Baseball Cap
Black Belt
Authorized Black Jacket

Mechanic/Hostler
Navy Blue Long- or Short-Sleeve Shirt with Reflective Markings, neatly tucked
Navy Blue Pants
Black or Brown Work Shoes/Boots
Blue or Black Socks
Headwear – Black or Blue Baseball Cap
Black belt
Authorized Navy Blue Jacket with Reflective Markings

Passenger Amenities
Green Long- or Short-Sleeve Shirt with Reflective Markings, neatly tucked
Green Pants
Black or Brown Work Shoes/Boots
Blue or Black Socks
Headwear – Black or Blue Baseball Cap
Black belt
Authorized Green Jacket with Reflective Markings

Captain/Mate/Deckhand
White Button-Down Shirt with Savannah Belles Ferry logo, neatly tucked
Set of Shoulder Board Epaulets: 2 Bars for Deckhands, 4 Bars for Captains
Khaki Pants or Khaki Shorts
White or Black Boat Shoes or Tennis Shoes (not provided)
Blue or Black Socks
Headwear – Savannah Belles Ferry Baseball Cap
Black or Brown Belt (not provided)
Authorized Black Savannah Belles Ferry Jacket or Wind Breaker

Marine Mechanic
Blue Button-Down Shirt with Savannah Belles Ferry logo, neatly tucked
Blue or Black Pants
White or Black Boat Shoes or Tennis Shoes (not provided)
Headwear – Savannah Belles Ferry Baseball Cap
Black or Brown Belt (not provided)
SUMMER UNIFORMS
Effective dates TBD each school year

Transportation Supervisor

Duty:
Green button-down Short-Sleeve Shirt or Polo, neatly tucked
Black khaki Pants or Shorts
Blue or Black Ankle Socks
Black Shoes
Headwear – Baseball Cap
Name badge (ID Number)
Black Spring Jacket

Dress:
Green Button-down Long-Sleeve Shirt with Necktie, neatly tucked
Black Polyester Pants
Black Shoes
Blue or Black Socks
Headwear – Baseball or Visor Cap
Name badge (ID Number)
Black Spring Jacket

Operator

Duty:
Green button-down Short-Sleeve Shirt or Polo, neatly tucked
Black khaki Pants or Shorts
Blue or Black Ankle Socks
Black Shoes
Headwear – Baseball Cap
Name badge (ID Number)
Black Spring Jacket

Dress:
Green Button-down Long-Sleeve Shirt with Necktie, neatly tucked
Black Polyester Pants
Black Shoes
Blue or Black Socks
Headwear – Baseball or Visor Cap
Name badge (ID Number)
Black Spring Jacket
Summer Uniforms, cont’d.

Maintenance Supervisor
Navy Blue Long- or Short-Sleeve Shirt, neatly tucked
Reflective Safety Vest
Black Pants
Black or Brown Work Shoes/Boots
Blue or Black Socks
Headwear – Black or Blue Baseball Cap
Black Belt
Authorized Black Jacket

Mechanic/Hostler
Navy Blue Long- or Short-Sleeve Shirt with Reflective Markings, neatly tucked
Navy Blue Pants
Black or Brown Work Shoes/Boots
Blue or Black Socks
Headwear – Black or Blue Baseball Cap
Black belt
Authorized Navy Blue Jacket with Reflective Markings

Passenger Amenities
Green Long- or Short-Sleeve Shirt with Reflective Markings, neatly tucked
Green Pants
Black or Brown Work Shoes/Boots
Blue or Black Socks
Headwear – Black or Blue Baseball Cap
Black belt
Authorized Green Jacket with Reflective Markings

Captain/Mate/Deckhand
White Button-Down Shirt with Savannah Belles Ferry logo, neatly tucked
Set of Shoulder Board Epaullets: 2 Bars for Deckhands, 4 Bars for Captains
Khaki Pants or Khaki Shorts
White or Black Boat Shoes or Tennis Shoes (not provided)
Blue or Black Socks
Headwear – Savannah Belles Ferry Baseball Cap
Black or Brown Belt (not provided)
Authorized Black Savannah Belles Ferry Jacket or Wind Breaker

Marine Mechanic
Blue Button-Down Shirt with Savannah Belles Ferry logo, neatly tucked
Blue or Black Pants
White or Black Boat Shoes or Tennis Shoes (not provided)
Headwear – Savannah Belles Ferry Baseball Cap
Black or Brown Belt (not provided)