

RED RIVER PARISH PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
Radio Etiquette

- When using a two-way radio, you **cannot speak and listen at the same time**, as you can with a phone.
- **Do not interrupt** if you hear other people talking. Wait until their conversation is finished unless it is an emergency message.
- **Do not respond if you aren't sure the call is for you.** Wait until you hear your call sign to respond. Bus # first, by name second.
- **Never transmit sensitive, confidential, financial or student information.**
- Make sure the radio is **on and loud enough** to be heard.
- **Memorize call signs and locations of persons and radio stations you communicate with regularly.** In radio communication you are not called by your name. Everybody has their own unique call sign. Bus#, T5-Shor, T7-Office
- **Think before you speak.**
- Decide what you are going to say and to whom it is meant for.
- Make your conversations as concise, precise, and clear as possible.
- Avoid long and complicated sentences. If your message is long, divide it into separate shorter messages.
- Do not use abbreviations unless they are well understood by your group.

General Terms

- *Radio Check:* What is my signal strength? Can you hear me?
- *Go Ahead:* You are ready to receive transmission
- *Stand By:* You acknowledge the other party, but I am unable to respond immediately.
- *Roger/Ten-Four:* Message received and understood.
- *Negative:* Same as no.
- *Affirmative:* Same as yes, avoid yup or nope as they are difficult to hear.
- *Say Again:* Retransmit your message.
- *Over:* Your message is finished.
- *Break, Break, Break:* You are interrupting in the middle of a conversation because you have an emergency.
- *Read You Loud and Clear:* Response to radio check. Means signal is good.
- *Come In:* You are asking the other party to acknowledge they hear you.
- *Copy:* You understood what was said.
- *Wilco:* Means "I will comply"
- *Repeat:* Used before you repeat something. Ex "I require 9.5, repeat 9.5 gallons of diesel fuel, over."
- *TA-talk around:* Channel to use for talking to other drivers. To go to talk around use the up or down channel to switch channels.

Four Golden Rules of Radio Communication

1. **Clarity:** Your voice should be clear. Speak a little slower than normal. Speak in a normal tone, do not shout.
2. **Simplicity:** Keep your messages simple enough for intended listeners to understand.
3. **Brevity:** Be precise and to the point.
4. **Security:** Do not transmit confidential information. Frequencies are shared.