

Volunteer Center South Bay, Harbor, Long Beach
Caltrans Rules And Regulations

1. Gates close at starting time. It is on a "first come, first served" basis. Please arrive with ample time to the location. People who arrive late will not be admitted.
2. Bring your own lunch. If you want something besides water, bring your own non-alcoholic beverage.
3. You **MUST** wear over the ankle **WORK BOOTS**. **NO tennis shoes** will be allowed. If you do not have proper shoes, you will not be allowed to work. You must wear long trousers, work clothes and bring gloves (garden). Tank tops are not allowed. You will be provided with a hard-hat and orange vest.
4. You **MUST bring a 3X5 card or a time-sheet** the first time you report. Without this you will not be allowed to work. This will be provided by the Volunteer Center where you registered.
5. You **MUST bring a picture I.D.** every time you report. Without this you will not be allowed to work.
6. When you complete your hours or need a continuance letter to take back to the court, you **MUST return to the Volunteer Center** to obtain the certificate of completion or the letter.
7. For your own information, keep a calendar of your days worked.
8. If you are granted a continuance, **you MUST bring written proof of your new date** to the Volunteer Center. The Volunteer Center will provide you with a new 3X5 card or a new time-sheet to submit to Caltrans.

9. Report to:

- c _____ **Long Beach (12990)** – Open Monday-Friday, **6:30AM TO 3PM**. Saturday and Sunday: **5AM to 1:30pm**. Located: 22101 Santa Fe Ave., Long Beach (between Carson and Wardlow, next to the 405 Fwy) in Long Beach.
- t _____ **Norwalk (13020)** – Open Monday – Friday, **6AM TO 2PM**. Located; 605 Fwy. Exit Imperial Hwy., slight (Lt.) on Hoxie Ave., (Lt.) on Downey Norwalk RD., parking lot underneath 605 Fwy.
- t _____ **Alameda (13001)** – Open Tuesday - Friday, **6AM TO 2:30PM**; Saturday, **5AM TO 1:30PM**. Located at 1740 E. 15th Street in Los Angeles, 90021 (between Washington and Alameda)
- t _____ **Apple Street (100751)** – Open seven (7) days a week, **6:15AM TO 3PM**. Located: 10 Fwy exit Fairfax off-ramp. Meet at "Park and Ride," between Adams Street and West Washington Blvd. on Fairfax Ave. in the big parking lot.
- t _____ **Whittier (77212)** – Open Monday-Saturday, **6:30AM TO 3PM**. Located: 605 Fwy exit Washington (make a left), continue on Pioneer. Make a left on Saragosa. Turn into parking lot on right hand side (underneath the fwy).
- t _____ **Brea (77220)** – Open Monday-Friday, **6:30AM TO 2PM**. Located: 13571 Central Ave.(Park & Ride) in Brea.
- t _____ **Monrovia (77211)** – Open Monday-Friday, **6:30AM TO 3PM**. Located: 850 E. Huntington Drive in Monrovia.

**** ALL CALTRANS ARE CLOSED ON HOLIDAYS AND RAINY DAYS!**