

	STANDARD OPERATING POLICY AND PROCEDURE Public Works Transit Services Division	Number: 80-06
Subject: Driver Schedule Procedures		Approval Date: 05-01-14
Approval: Aimee Ramsey, Assistant Director		Effective Date: 06-30-14

1. PURPOSE

1.1 The Town of Oro Valley (TOV) adopted this Policy for the Transit Service Division, to standardize scheduling of transit drivers.

2. DISTRIBUTION

2.1 Transit Services Paid Personnel

3. REVISION HISTORY

Revision: October 1, 2014, August 5, 2015, November 6, 2015

4. POLICIES

4.1 Bid Time Line

4.1.1 Beginning the first Sunday in January and July, part-time drivers will be scheduled for work on permanent fixed days off for the next six month period. These days off will be determined by a bidding process based on seniority. All pre-approved leave will remain in place.

4.2 AM and PM start times

4.2.1 AM start times will begin before 11:00 AM

4.2.2 PM start times will begin on or after 11:00 AM

4.2.3 Drivers will normally be scheduled for the start times they have bid. However, due to driver vacation/time off, client demands and schedule demands:

4.2.3.1 AM drivers may be scheduled for PM start times. If this occurs these drivers will be assigned a route based on their seniority starting with the PM drivers.

4.2.3.2 PM drivers may be scheduled for AM start times. If this occurs the PM drivers will be assigned available AM shifts based on their seniority.

4.3 Criteria for Bidding and Scheduling

4.3.1 Bidding for fixed days off will take place in November for the January through June period, and in May for the July through December period

4.3.2 Bidding will be completed by seniority. Part-time drivers with the same hire date will bid based on employee number.

4.4 Priority Contact List:

- 4.4.1 If more drivers are scheduled to work than are required on a particular day, they will be placed on a Priority Contact List. This list will be located at the bottom of the driver assignment page that is distributed the evening before each scheduled duty day.
- 4.4.2 Drivers on this list will be contacted first if a fill-in driver is needed. However, these drivers are not on call. They simply get the first opportunity to work if a fill-in driver is needed.
Note: If drivers on this list are able and willing to work, the process of securing replacement drivers will be much more efficient.
- 4.4.3 Drivers will be placed on this list by lowest seniority
- 4.4.4 Once a driver is placed on this list, they will not be placed on it again for the current week, instead the next more senior driver will be placed on this list.

4.5 Vacation/Time Off Requests:

- 4.5.1 Vacation/Time Off Requests may be requested up to one year in advance, to the day.
- 4.5.2 Benefitted employees will comply with the TOV leave policy.
- 4.5.3 All employees will comply with Transit Division procedure for requesting time off.
- 4.5.4 Crew Leaders will determine if Vacation/Time Off requests can be approved.
- 4.5.5 If a driver's request for vacation/time off is denied, it is that driver's responsibility to find a replacement driver to cover the shift(s). This driver may:
 - 4.5.5.1 Solicit another driver to swap days with. Preferably this swap will take place in the same week.
 - 4.5.5.2 Solicit another driver to work their shift, without swapping days.
- 4.5.6 No employee may request more than two consecutive weeks of time off/leave at a time. Time off/leave for consecutive periods greater than two weeks may be approved if the individual secures other employees to cover their normal schedule.

4.6 Schedule Criteria:

- 4.6.1 Drivers will not be restricted to 19 hours if they agree to work an extra day for someone else.
- 4.6.2 Part-time Drivers must not exceed 19 hours a week for more than 20 weeks each Fiscal Year, July 1st through June 30th. Part-time Driver's scheduled hours will be adjusted as directed by Crew Leaders to prevent this from occurring
- 4.6.3 When a full-time driver is granted vacation time, part-time drivers may have the opportunity to bid on that position for the vacation time that was granted. If more than one person bids during the open bidding period the positions will be assigned by seniority. Once a vacation position is assigned to a part-time driver, that same driver will not be eligible to cover another vacation until the entire driver pool has been exhausted, or a new fiscal year begins.
- 4.6.4 Vacation/Time Off will be granted on a first come, first serve basis. As stated in the Driver's Handbook, all requests for time off must be made at least 15 calendar days in advance. Of course there may be circumstances that prevent this advance request, these requests will be handled on a case by case basis. The best practice is to submit time off requests as early as possible.

- 4.6.5 Shift/pullout times will be assigned based on seniority to the extent the Demand Response scheduling will allow. In general, the earliest times will be assigned to the most senior driver of that AM or PM shift. (see rule 4.2 above)
- 4.6.6 Management will consider special shift request to “Work After” or “Off By” times. However, drivers with special shift requests will only be assigned work if a shift for that time frame is available and not already filled.
Note: It is understood that situations arise, such as doctor’s appointments, when a special shift request is necessary. These special shifts may cause another AM driver to work a PM shift or a PM driver to work an AM shift. It is recognized that these request should be accommodated on occasion. However, every consideration should be given to avoid such requests out of respect for co-workers and their standard shifts
- 4.6.7 The benefitted drivers are granted Holiday Leave on the Transit observed holidays.
- 4.6.8 The six Transit observed holidays are New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
- 4.6.9 Management will post and distribute a notice seeking volunteers to fill the Transit holiday schedules/shifts. If all required Transit holiday staffing is not filled by volunteers, the schedule will be filled by the lowest seniority drivers. Drivers that are on approved time off will be skipped during this process.
- 4.6.10 Management reserves the right to alter or change days off and to increase or decrease staffing levels as circumstances and client transportation demands change. If changes are required, the affected staff will be contacted as early as possible.

AUTHORIZED

Aimee Ramsey, Assistant Director

Date