



Procedure	Northumbria Blood Bikes Procedure: Rota Definition: Riders and Drivers Operational Shifts		
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A. Why do we need this Procedure

This document sets out the requirements for members to book a shift, and to cancel a shift, on the standard, riders and drivers operational rota.

B. Who is Responsible for this Procedure

The rota manager of the group is responsible for the maintenance of this procedure.
The Executive Committee is responsible for approving this procedure.

C. When will this Procedure be reviewed

The procedure will be reviewed a maximum of one year following its approval.

D. How will changes be notified

The latest version of the procedure will be made available via the members' library on the group website. New versions will be announced via email to all members and to the executive committee.

1. Aim of Procedure

- 1.1. This rota operates to enable members to book shifts on the operational rota.
- 1.2. This rota operates for Riders and Drivers.

2. Operational Times

- 2.1. This rota operates 7 days per week, 365 days per year
- 2.2. The evening shifts begins at 19:00 hours and end at 07:00 hours the following day or when the final delivery is completed, whichever is later.
- 2.3. The daytime shifts begins at 07:00 hours and end at 19:00 hours or when the final delivery is completed, whichever is later.
- 2.4. No operational rider/driver is permitted to work consecutive shifts that take them beyond 12 hours of continuous duty of any nature. For the sake of clarity, in this context, fundraising and shift coordinating are included. For example, it is not permitted to undertake an operational nightshift immediately following a fundraising event during the day. If in doubt, seek clarity from a committee member.

3. Vehicles

- 3.1. The operations rota may be operated by car or bike or any combination thereof.
- 3.2. A maximum of **Three** vehicles are to be on duty on any given shift (*unless otherwise instructed by a member of the committee*). This is over and above the requirements for any scheduled runs.
- 3.3. If more than **Three** members volunteer for any given shift then the rota manager (or appointed deputy) will ask sufficient members to stand down to reach the desired level of cover. Normally, the last member(s) who volunteered will be asked to select a different shift but this remains at the discretion of the Rota Manager.

4. Operational locations and Handovers

- 4.1. Bikes and cars will be based at locations throughout our operational area. Vehicles available for operational shifts are indicated in the On Line rostering System.
- 4.2. Members may volunteer for any available shift and indicate this, using the online system, by choosing a convenient base, normally the base closest to their home. It is not acceptable to select a bike shift based on personal preference of bike.
- 4.3. Vehicle handovers are performed at the bases.
- 4.4. If the vehicle at your chosen base is not booked out prior to your shift you are allowed to collect it early. You must record your intentions in the online rostering system.
- 4.5. If the vehicle at your chosen base is not required for the following shift then you may return the vehicle at reasonable time on the day your shift ends. You must record your intentions in the online rostering system.

- 4.6. Any rider/driver volunteering for consecutive day or night shifts may (at the discretion of the rota manager or fleet manager) be able to keep the vehicle at home to save wear and tear on the vehicles - and members.

5 Colour Codes

- 5.1 The Online Rostering System colour codes the booked shifts. The following colour codes will be applied:

Red	= Ops Bike Night Shift
Dark Red	= Ops Bike Day Shift
Blue	= Ops Car Night Shift
Dark Blue	= Ops Car Day Shift
Green	= Scheduled Run (Bob or Hexham at the time of writing)
Yellow	= Event - Fundraising or Publicity

Grey = Coordinator Shifts or Vehicle Not Available

- 5.2 In order for the OLRS to display the correct colour codes, members must choose the correct "shift type" when reserving their shift. In the shift entry, or shift edit, screen:

- click on "Rota Type"
- from the drop down menu select the rota type you require
 - e.g. Event, Scheduled, Ops Bike Day, Ops Car Night.

The default shift type is Ops Bike Night, so only other shift types need to be chosen manually.

6. Shift Cancellation

- 6.1 It is the responsibility of the individual to try to arrange alternative cover for any shift that they wish to cancel, this can be done via personal contacts, the NBB forum, or on the NBB members Facebook group.
- 6.2 The member must inform the rota manager in writing at the earliest possible time of the intention to cancel a shift. There is a contact form on the website for this purpose.
- 6.3 The member should then click on the "Delete Shift" tab on the OLRS.

7. Booking shifts

- 7.1 Members can book as few or as many shifts as they wish subject to paragraph 2.4 above.
- 7.2 We ask that every member tries to book at least two shifts a month to share the load evenly amongst the group.
- 7.3 Try to book shifts a month in advance wherever possible, they can always be changed or cancelled, this also gives you the best chance of using the base of your choice. Shifts can be reserved up to 90 days in advance.
- 7.4 Please check the rota on a regular basis to see where and when you can help out.

8. Exceptions and Variations

8.1. At Christmas, New Year and Easter Bank Holidays, when we have our longest periods of continuous service, the Rota Manager may decide to introduce a more flexible shift pattern to ensure operational coverage and to limit the inconvenience to members.

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Version Control and History			
Date	Version	Author:	Reason For Change
21/02/2016	1.0	Steve Rawlings	First Version