



Guide:	Northumbria Blood Bikes: Reserving A Specialist Shift Using the OnLine Rostering System		
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**A. Why do we need this guide**

This document explains how the Northumbria Blood Bikes Online Rostering System should be used to reserve specialist operations shifts.

**B. Who is responsible for this guide**

The ICT officer of the group is responsible for the maintenance of this guide.

The Executive Committee is responsible for approving this guide.

All riders, drivers and shift controllers should be familiar with the information in this guide.

**C. When will this guide be reviewed**

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

**D. How will changes be notified**

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

# 1. Reserving a shift

## 1.1. Log in to the OLRS

1.2. Navigate to a day with a vacant shift that you would like to cover. The monthly view of the rota is best for an overview, but we recommend switching to the day or week view to reserve a shift, as you can save yourself time and effort by clicking in the correct row for the vehicle/resource that you want to reserve. For Shift Controllers a resource row represents a six-hour timeslot.

Check that the shift you are booking is still open. *Rota010 – the riders and drivers standard rota definition specifies how many vehicles are required / allowed on any given shift.*

Click in a vacant resource row for the day you wish to volunteer.

**Northumbria Blood Bikes - Operations**

Shift	Mon 21 Jul	Tue 22 Jul	Wed 23 Jul	Thu 24 Jul	Fri 25 Jul	Sat 26 Jul	Sun 27 Jul	Shift
GNAAS Bob Car (Blucher) Days								GNAAS Bob Car (Blucher) Days
GNAAS Bob Car (Blucher) Nights		keith brewin			Andrew Blanckley	Derek Henderson	Bill deacon	GNAAS Bob Car (Blucher) Nights
Hexham Bike (w/Denton) Days								Hexham Bike (w/Denton) Days
Hexham Bike (w/Denton) Nights								Hexham Bike (w/Denton) Nights
Hexham Car (w/Denton) Days	Matthew Curtis	Craig Prior	Edward Gorringe	chris fahey	Matthew Curtis	Neil Patterson		Hexham Car (w/Denton) Days
Hexham Car (w/Denton) Nights	John Thompson						Alex Johnstone	Hexham Car (w/Denton) Nights
Morpeth Bike Days								Morpeth Bike Days
Morpeth Bike Nights				Alan Riddington				Morpeth Bike Nights
Netherby Bike Days								Netherby Bike Days
Netherby Bike Nights					Andrew Polkinghorn			Netherby Bike Nights
North Shields Bike Days								North Shields Bike Days
North Shields Bike Nights							michael yeaman	North Shields Bike Nights
South Shields Bike Days								South Shields Bike Days
South Shields Bike Nights								South Shields Bike Nights
Spennymoor Bike Days								Spennymoor Bike Days
Spennymoor Bike Nights								Spennymoor Bike Nights
Blucher Car Days							Carolyn English	Blucher Car Days
Blucher Car Nights					Paul Curran			Blucher Car Nights
North Shields Car Days								North Shields Car Days
North Shields Car Nights		Colin Matthews	gary tait					North Shields Car Nights
South Shields Car Days								South Shields Car Days
South Shields Car Nights								South Shields Car Nights

A data entry screen will open up



### Add Entry

Member Name: mike thompson See 1.2.1

Member Details: Mobile: 07976292142 See 1.2.2

Start: 23/07/2025 Morpeth Bike Nights See 1.2.3

End: Morpeth Bike Nights (1 shift)

Rota Type: --- See 1.2.4

Rosters: Operations Use Control-Click to select Multiple types See 1.2.4 C)

Early 1/2 Shift Authorisation: See 1.2.4 B)

Late 1/2 Shift Authorisation:

Shadow Shift Information: See 1.2.4 A)

Event, Relay, or Milk Run Information:

Back Save See 1.2.6

- 1.2.1. Your username and mobile telephone number will be entered for you.
- 1.2.2. You can add further notes to the *member details* section if you wish but leave the prepopulated data intact. These notes can be used to add extra details about your reservation (e.g. if you would like to collect the vehicle earlier than usual).
- 1.2.3. Check that the correct vehicle / resource (time slot for Shift Controllers) has been selected for both the start and end of your shift
- 1.2.4. Open the drop-down list and select the correct shift (rota) type for the shift you've chosen. This is important to keep the colour coding of the displays correct and make the OLRS visually easier to understand.

***It is important, that you set the correct shift type for your reservation.***

Definitions of shift types and their uses are available in the appendices to this guide.

- A) If the shift type being booked is an “Events”, “Relay Run” or “Milk Run” shift then the additional information field must be completed with details of the event or activity being covered.
- B) If the shift type being booked is a “Shadow Shift” then the Shadow Shift information field must be completed with the

- Ops Support Shift
- Ops Early Half Shift
- Ops Late Half Shift
- Scheduled
- Shift\_Controller
- Event
- Relay
- Milk Run
- Shadow Shift
- Committee On Call
- Out Of Service
- Service Suspended

name of the member being accompanied.

- C) If the shift type being booked is an “Early half Night Shift” or a “Late Half Night Shift” then the relevant Authorisation field must be completed with the name of the person who authorised the half shift.

There is no need to update the “Member Details” field

- 1.2.5. Finally check that the date is correct, remember that the date may be displayed in US format (month/day) depending on the settings of your web browser.

- 1.2.6. At the bottom of the screen you should see two green tick marks.

If you see a red cross instead, then for some reason you have made an invalid selection. Point your mouse at the red cross and you will see a pop-up message explaining why your selection cannot be reserved. You must resolve the conflict before the shift can be reserved.

- 1.2.7. Finally click [save].

1.3. Your shift is now booked and will be displayed in the rostering system.

Northumbria Blood Bikes - Operations

Shift:	Mon 21 Jul	Tue 22 Jul	Wed 23 Jul	Thu 24 Jul	Fri 25 Jul	Sat 26 Jul	Sun 27 Jul
GNAAS BoB Car (Blucher) Days							
GNAAS BoB Car (Blucher) Nights		keith brewin			Andrew Blanckley	Derek Henderson	Bill deacon
Hexham Bike (w/Denton) Days							
Hexham Bike (w/Denton) Nights	Matthew Curtis	Craig Prior	Edward Gorringe	chris fahey	Matthew Curtis	Neil Patterson	
Hexham Car (w/Denton) Days	John Thompson						Alex Johnstone
Hexham Car (w/Denton) Nights							
Morpeth Bike Days							
Morpeth Bike Nights			mike thompson	Alan Riddington			
Netherby Bike Days							
Netherby Bike Nights					Andrew Polkinghorn		
North Shields Bike Days							
North Shields Bike Nights							michael yeaman
South Shields Bike Days							
South Shields Bike Nights							
Spennymoor Bike Days							
Spennymoor Bike Nights							
Blucher Car Days							Carolyn English
Blucher Car Nights					Paul Curran		
North Shields Car Days							
North Shields Car Nights		Colin Matthews	gary fait				
South Shields Car Days							

1.4. You will receive an email confirmation of your shift reservation.

## Appendix A – Shift Types and Uses - Standard

Ops Bike Night	Used for a standard night shift (from 19:00 to 07:00) when performed on a motorcycle
Ops Car Night	Used for a standard night shift (from 19:00 to 07:00) when performed in a car.
Ops Bike Day	Used for a standard day shift (from 07:00 to 19:00) when performed on a motorcycle
Ops Car Day	Used for a standard night shift (from 07:00 to 19:00) when performed in a car.
Ops Support Shift	On weekdays, this shift type begins by completing the Newcastle Trust GP run and then remains on operational duty until midnight. At weekends, this shift type operates as a standard duty vehicle from 19:00 and remains on duty until midnight. Can be performed in a car or on a motorcycle.
Scheduled	Used only for shifts that follow a predetermined, prearranged schedule using a dedicated vehicle. Most commonly the Blood on Board (BoB) service for GNAAS and the evening collections for Northumbria Trust (Hexham run).
Shift Controller	Used only for shift controller shifts.

### Variations and Conventions

The designated BoB Car is reserved at all times for use on the Blood on Board Run in support of GNAAS. The car is not to be used for other purposes.

The Hexham Car and Hexham Bike are reserved on weekdays for the Hexham Scheduled Run and are not to be used for other purposes. At weekends the vehicles are available for standard shifts or events.

For the purposes of this document the events vehicle is a car – however, it would not normally be appropriate as a vehicle for standard operations duty shifts.

Shifts can be booked up to 90 days in advance

Only one booking per day can be made by members.

For controllers one booking can cover two consecutive time slots for a maximum of 12 hours on duty. Should a controller wish to perform two separate, 6 hour, time slots in one day they must contact the rota manager or ICT team who can make the bookings.

While the system will allow a member to book one full nightshift followed by one full dayshift the next day (without breaching the one booking per day rule) this is disallowed on health and safety grounds.

Members must not edit the "Member Name" field for a booking and do so at their peril. This field is used to give credit for the shift when calculating the Recognition of Contribution awards. Any entry in the name field other than the given username of the member may be disregarded.

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## Appendix B – Shift Types and Uses - Specialist

Events	Used when a car, or motorcycle is taken to support a fundraising, publicity or awareness event in support of NBB activities. The event information field in OLRS must be updated to indicate which event is being supported and the times the vehicle is in use.
Relay	Used for work which has been agreed beforehand, but does not follow a regular pattern, outside of our normal operational hours. Can be performed in a car or on a motorcycle. The event information field in OLRS must be updated to indicate which activity is being supported and the times the vehicle is in use.
Milk Run	Used for work which has been agreed beforehand, but does not follow a regular pattern, outside of our normal operational hours. Can be performed in a car or on a motorcycle. Shift Notes in OLRS must be updated to indicate which activity is being supported and the times the vehicle is in use.
Shadow Shift	Used when a member is being supported on an operational shift. Shadow riders will book an appropriate motorcycle resource, shadow drivers or shift controllers will book the “Shadow Driver / Shift Controller” resource row in OLRS. The “Shadow Information” field must be completed to indicate which member is being supported.
Committee on Call	Used to indicate Committee on Call for any given day
Out of Service	Used to indicate a vehicle is unavailable due to servicing or maintenance, only to be used at the direction of the fleet manager
Suspended Service	Used to indicate periods where service is suspended. Shift Notes in OLRS must be updated to indicate the reason for suspension. Only to be used at the direction of a committee member.

### Variations and Conventions

For relays, milk runs or events, the rota manager, fleet manager or event manager, or designated deputy, may dictate which vehicle is to be used.

The shift resource designated “Shadow Driver / Controller” is only to be used by a shadow driver or shift controller trainer to indicate that they will be accompanying a trainee on an operational shift. All shifts booked for this resource must be of shadow shift type.

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**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
August 2025	1.0	Michael Thompson	Separate out 'specialist' shifts from ICT001 for new shift types and online training
September 2025	1.1	Michael Thompson	Additional information for ½ Shifts

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