



Guide:	Northumbria Blood Bikes: Shift Type Definitions Using the OnLine Rostering System		
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A. Why do we need this guide

This document explains how to use the shift types available in the Northumbria Blood Bikes Online Rostering System.

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. Shift Types

1.1. We have been using the OnLine Rostering System (OLRS) at Northumbria Blood Bikes for over ten years now. In that time the scope of our work has changed quite dramatically along with the flexibility of our operations.

1.2. The OLRs is no longer simply a way of recording who is on duty at any particular time, we now also record vehicle reservations for other (daytime) activities:

- Multiple people / vehicles on duty at one time
- Multiple pre-scheduled runs
- Daytime relays or Milk runs
- Daytime or Evening awareness / fundraising events
- Vehicle out of use for servicing or repair

1.2. The OLRs now also records member activities not just vehicle reservations

- Shift Controllers
- Committee on Call
- Shadow Riders and Shift Controllers

1.3. This document sets out the various rota/shift types available in the OLRs and how they should be used so that the OLRs gives a clear view of who is performing which duties, when, and in which vehicle (if appropriate).

The following appendices describe the shift types in two broad categories:

- Standard (duty) shifts
- Specialist shifts

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 in the OLRs.

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.

**Northumbria Blood Bikes:
Shift Types
Using the OnLine Rostering System**

Version Control and History

Date	Version	Author:	Reason For Change
September 2025	1.0	Michael Thompson	Separate out shift type definitions from OLRs User Guides for ease of reference

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