Procedure	Northumbria Blood Bikes Procedure: Rota Definition: Riders and Drivers Operational Shifts		
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Approved:	13/02/2019	By:	Executive Committee
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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.

All members of NBB Committee and any holder of the Riders and Driver role should be familiar with the information in 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 of the executive committee and holders of the Riders and Drivers role.

1. Aims of the Role

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 begin 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. One vehicle may operate an "Evening Support Shift" from 19.00 until midnight. The requirements for the evening support shift are defined in the procedure ROTA013 which should be consulted before booking a support shift.

2.4. The daytime shifts begin at 07:00 hours and end at 19:00 hours or when the final delivery is completed, whichever is later.

2.5. 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, and includes any vehicle operating a support shift

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.

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.

4.4.1. For a night shift the vehicle can only be collected from 12 noon on the day of a shift and returned before 12 noon the following day.

4.4.2. For a day shift the vehicle can be collected anytime after 7pm the night prior to the dayshift.

4.4.3. Anything outside these times needs approval from the Fleet Manager. If the Fleet Manager is not available, then approval must be from the Rota Manager.

4.5. Any rider/driver volunteering for consecutive day or night shifts may (at the discretion of the rota manager of 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
Purple	= Ops Support 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 coders, 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
    - E.g. Event, Scheduled, Ops Bike Day, Ops Car Night.

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 their 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 2.5 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. Job Logging

8.1. In order to ensure the statistics we submit to the trust are accurate, it is important that all riders and drivers enter their jobs into the Job Logger as soon as possible, and no later than 48 hours after the end of their shift.

9. Exceptions and Variations

9.1. 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
1/1/2017	2.0	Michael Thompson	Includes new logo and details of evening support shift.
09/02/2019	2.1	Ronnie Paton	Added section 9, General formatting changes
12/02/2019	2.2	Ronnie Paton	Removed section 9 (Administration) Added section 8 Job Logging, changed wording 4.4