

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: PO003-140701

Title: Driver Scheduling for Pool Vehicles

The following procedure shall guide the scheduling of bus drivers for all trips using the campus van and bus fleet.

- The authority to assign drivers rests solely with Facilities Management. The manager responsible for overseeing all bus and driver scheduling is the Chief Engineer. The role of scheduler is fulfilled by a designated staff member within the Facilities Support Services Unit. The scheduler shall apply these guidelines to schedule vehicles and drivers. Questions, concerns, or issues with the scheduling guidelines should be directed to the Chief Engineer.
- Upon receipt of a Pool Vehicle Request Form and verification of vehicle availability, the scheduler will send an announcement email to all eligible drivers stating the date, time, duration, and destination of each drive. Interested drivers must respond to the scheduler (not the requestor of the drive) via email to indicate their interest and availability for drives they would like to be assigned.
- The scheduler will assign available drivers based on the needs of the University and will make an effort to distribute drive hours evenly among available drivers. Requests for specific drivers will not be accepted.
- Once the driver is assigned, the scheduler will email a copy of the Pool Vehicle Request Form to the requestor confirming the drive and indicating the assigned driver.
- Drivers should not request drives that they are not sure they can take. Excessive cancellations by a driver will be addressed in the employee evaluation or corrective action process as defined by the current collective bargaining agreement.
- Any exceptions to the guidelines listed above must be approved by the Chief Engineer.

REFERENCES

- Pool Vehicle Request Form