

DRIVER'S WORKING PROCEDURES

between

THE AMALGAMATED TRANSIT UNION, LOCAL 1415

and

GREYHOUND LINES OF CANADA, EASTERN DIVISION

INTRODUCTION

The updated Driver's Working Procedures contained herein are intended to clarify and bring into focus certain day to day policies and working procedures which have been adopted by mutual consent between the Amalgamated Transit Union, Local 1415 and Greyhound Lines of Canada (Eastern).

These procedures, and this document, should be considered an extension of the current Collective Agreement with the difference that they may be modified at any time with mutual consent from the Union and the Company.

Definitions used in this document;

ASSIGNING See plugging.

BIDDING Bidding of posted vacancies such as vacations, general bids, permanent vacancies, etc.

BOOK OFFS Spare men booking off for any period of time in 12 and 24 hour segments. Book offs may begin at any time.

BUMPING An operator being displaced or displacing another. The displaced person is considered as being bumped.

CONDUCTING When a bus is rented from another company, a driver is put on the rental as a conductor.

FORCING A driver being bumped, and has nowhere to bid at his home location, is considered as being forced.

HELD-AWAY See 0-42 LAYOVER of the Collective Agreement

PLUGGING The specific time a driver is placed on an assignment according to the Collective Agreement.

SENIORITY There are 3 different types of seniority

- i) Company seniority; the employee's starting date with the Company.
- ii) Service seniority; Company seniority less any time off for leaves of absence, lay-offs, etc.
- iii) Departmental seniority; Terminal, Maintenance, Operator's departments

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PLUGGING AND ASSIGNING PROCEDURES

- 1.1 **BASIC PLUGGING ORDER.** The following order will apply when 2 or more drivers are plugging onto a board at the same time upon completion of an assignment or absence. When times are identical/ the driver coming from the longest mile assignment will be plugged onto the board first.
- a.) Drivers who have protected and are flipping.
 - b.) Charters and specials; when multiple sections plug on the board/ time of #1 section will be used. If #1 is more than 30 minutes late/ #2 time will be used.
 - c.) Open regular run.
 - d.) Extra sections.
 - e.) Deadheads.
 - f.) Deadhead on cushions. (DHOC)
 - g.) In all cases where drivers have been plugged onto a schedule en route, whether DHOC or overloads, these drivers will plug onto the destination board in the order in which they were plugged onto the schedule.
 - h.) Drivers from a hold down.
 - i.) Drivers from a regular run.
 - j.) Regular drivers who have relinquished their run.
 - k.) Drivers transferring from another board.
 - l.) In cases of book-offs or absences for any reason, the driver who has been off the longest will plug on the board first. If the length of times are identical, the first man off the board, will be the first man on the board.
 - m.) From furlough, senior man first.

The following order will apply when 2 or more drivers are being plugged onto an assignment at the same time. When times are identical/ long miles will be plugged first.

- 1.2 Charters and specials; when plugging charters with the same mileage, the first up operator will be given his choice.

- a) Open regular run; express miles 1st when assigning time, destination and mileage is the same.
- b) Extra sections; express miles 1st when assigning time and mileage is the same.
- c) Deadheads.
- d) DHOC.

1.3 **(NEW) PLUGGING DH's.** Deadheads will be plugged behind schedules whenever possible. When a driver is assigned to DH to another point to start service, he will be plugged to arrive there at 30 minutes prior to the protecting or plugging time, when practical.

1.4 **(NEW) 225 MILE MINIMUM FOR SPAREMEN IN A 24 HOUR PERIOD.**

- a) The 225 miles applies to only home board operators being assigned from their home board.
- b) Starting from the time a spareman first reports to work after having 8 hours off/ the driver will have the option of remaining first up until he has earned an amount equal to 225 miles in a 24 hour period.
- c) The driver has the option before he goes out on each assignment, or starts protecting/ to state whether he will work upon his return or if he flips after protecting. If he does not make a declaration/ he will not be first up when he returns.
- d) Drivers brought around other drivers/ because the first driver is out of hours/ will remain first up for the 225 mile minimum.
- e) Drivers brought around other drivers/ because the first driver is not qualified (eg; not sightseeing trained) will not remain first up.
- f) If a driver hits another home/ or a floating board point such as Buffalo/ the 225 mile minimum will no longer be applied.

(This will have to be re-examined if boards are opened in Kitchener or Niagara Falls.)

1.5 **(NEW) SPREAD TIME OF WORK DAY.** Spare drivers operating different assignments, will not have to accept any work that will take him beyond 15 hours, starting from the time the driver first reported for work since his last 8 hours off. A driver protecting out of town schedules will be considered as having 8 hours off/ even his log shows off duty for that time.

1.6 **SPARE WORK - SPARE OPERATORS (copied from LA)** Spare work will be performed by spare operators. Regular operators shall be used for regular and overload trips to or towards their home terminal when spare operators are not available or

qualified. Spare operators working hold downs shall be considered as regular operators and come under all provisions governing regular operators for the period of the hold downs at their basic rate.

- 1.7 **FIRST IN - FIRST OUT (copied from LA)** At points where spare boards are maintained/ spare operators will be worked on a first-in/ first-out basis/ except that out-of-town spare operators are first out for all work destined to or towards their home terminal.
- 1.8 **SPARE OPERATORS ARRIVING LATE (from LA)** Spare operators arriving at terminals thirty (30) minutes late or less will be placed on scheduled arriving time; if arriving over thirty (30) minutes late, they will be placed in at actual arriving time.
- 1.9 **REGULAR RELIEF (from LA)** Alt regular relief will be considered as regular runs and be bid and worked as such. Left over relief work, working off the spare board, will be assigned to the first-up spare operator entitled to such work and in event of cancellation of such work/ the spare operator who has been assigned will come under the same provisions as a regular operator.
- 1.10 **(NEW)** Spare operators from the same board may exchange assignments if they are on protection at the same time or if the assignments are plugged simultaneously. Runarounds will not be honoured for any misunderstanding between the drivers and Operations Supervisors in the application of this clause.
- 1.11 **(NEW)** Operators used in a position not covered in the Labour Agreement, such as an Operations Supervisor or Driving Instructor, will be removed from the board for 24 hours beginning one (1) hour prior to the report time of on the day the assignment begins.
- 1.12 **PLUGGING PROCEDURES** Open runs, as posted on the general run bid, will be driven by operators from the board of which the run originates, when available and qualified. Schedules that are not part of the run bid, specials, overloads, charters and deadheads will be operated on the "to and towards" system.
- 1.13 **DRIVING TIME FOR CHARTERS, SPECIALS AND DEADHEADS** This will be computed at 60 MPH.
- 1.14 **SENDING DRIVERS FROM ONE BOARD TO ANOTHER TO WORK** Drivers sent to another board to fill a temporary shortage of manpower, will retain their out of town status.
- 1.15 **SPAREBOARD DEPLETED OF HOME BOARD OPERATORS** Out of town operators will be assigned on all work normally performed by home board operators when there are no home board operators eligible. Assignments not going to or towards

their home terminals will be assigned on a first in, first out basis.

- 1.16 **SIMULTANEOUS PLUGGING OF HOME BOARD AND OUT OF TOWN DRIVERS** If home board and out of town operators are needed to fill several assignments plugged at the same time, they will be assigned on the basis of "to and towards" their home terminals.
- 1.17 **REDUCING BOARD OF OUT OF TOWN OPERATORS** When reducing the board of out-of-town spare operators, these operators will be assigned to DHOC in the same order of being plugged on that board. However, if a specific board requires assistance, operators from that board will be sent to their home terminal.

EXAMPLE

The following example is to clarify any questions in regard to the new plugging procedure of DHOC miles being plugged last; if a London driver were up first and a Windsor driver 2nd on the Toronto board, the Windsor driver would protect the 1430 departure and if not needed, the London driver would be assigned DHOC if the Toronto board were being reduced.

- 1.18 **REGULAR OPERATORS RETURNING FROM SICK AS SPARE OPERATORS** Regular operators and operators working hold downs who book sick while off duty at their home terminal, will plug on the spare board at the time they booked sick, if their status changes to a spare man in that time. When such operators book sick while working their runs, or at their away from home terminal, they will plug on the spare board at scheduled arrival time of the run they were working. (If this run ends in Detroit, they will plug on the Windsor Board 30 minutes after arrival time of the run in Detroit.)
- 1.19 **BOOKING SICK WHILE ON AN ABSENCE** Spare operators who book sick while on book offs will plug back on the board at the time they booked sick, not at the time of their book offs.
- 1.20 **TWO HOUR CALL REQUIRED FOR DRIVERS RETURNING FROM ABSENCE** Drivers returning to the board from any absence such as book offs, vacation, etc. require a two hour call from the time they hit the board. For example, a driver returns from vacation at 12:01 AM, he cannot be brought in for work before 2:01 AM
- 1.21 **DELAYED PLUGGING OF OPEN RUNS OUT OF DETROIT** If there are no eligible spare men to assign to an open run at the normal plugging time and if a spare man is eligible as of the show time of the run, the spare man will then be assigned the open run at the show time.
- 1.22 **PLUGGING TIME BETWEEN WINDSOR AND DETROIT** Plugging time between Windsor and Detroit will be 30 minutes each way, whether DHOC or driving. This 30 minutes applies to all assignments, hold downs and vacancies ending in Detroit. This

time is logged on duty, not driving.

- 1.23 **PLUGGING ASSIGNMENTS OUT OF DETROIT** Regular runs will be plugged one hour prior to departure time and charters will be plugged one and a half hours.

EXAMPLES:

a) A DEADHEAD from London to Detroit is computed at 60 MPH from London to Detroit plus 30 minutes back to Windsor. (On deadheads, no time is added for border),

b) A CHARTER from London to Detroit is computed at 60 MPH from London to Detroit plus 30 minutes border crossing, plus 30 minutes back to Windsor.

c) A charter from London to a point beyond Detroit, is computed at 60 MPH from London to destination, plus border crossing, plus deadhead miles back to Detroit, plus 30 minutes to Windsor.

- 1.24 **PLUGGING ON BOARD WHEN RUN CLEARS** All operators on spare sections will stay on the schedule until the run clears; then will be plugged on the board at schedule departure time, if not more than 30 minutes late.

- 1.25 **PLUGGING ON CONDUCTING ASSIGNMENTS** When spare operators are used on conducting assignments, they will be plugged in the following order:

a) Eligible operators. ~"

b) Operators without enough hours to complete the assignment; the operator with the most driving hours will be plugged first.

c) Operators with no driving hours, on a first-in, first-out basis.

- 1.26 **PLUGGING INELIGIBLE OPERATORS ON DRIVING ASSIGNMENTS** The operator with the most driving hours left will be plugged first. If more than one ineligible operator goes on the same board at the same time, they will revert back to the same order they were in before being plugged on the assignments. This would not apply if an eligible operator is being brought around an ineligible operator; in that case, if they both went on the board at the same time, the eligible operator would be first.

- 1.27 **INELIGIBLE REGULAR OPERATORS** When operators on a regular run are delayed to the point where they will miss their regular tour of duty, they will be given spot relief only to the point of where it is necessary to enable them to resume their run.

- 1.28 **PLUGGING ON STEP UP** Eligible operators will be used first/ then ineligible operators. With ineligible operators/ the one with the most hours will be used first. Eligible step up operators will not be cut leaving/ or going to/ their home terminal.

** Step-up is defined only as when a regular operator is being used on an earlier schedule to go to his away from home board or turnaround point, or returning to his home board.

- 1.29 **PLUGGING OFF STEP UP ON THE LAST TRIP OF A HOLD DOWN** A driver working a hold down will plug on the board at the scheduled time of the hold down/ even if he arrives earlier because of stepping up. He will plug on ahead of the driver who actually worked his last trip of the hold down.
- 1.30 **DIFFERENCE BETWEEN PLUGGING/LOGGING** For plugging purposes/ an operator will have to have eight hours off duty as shown on the Protection Sheet. An operator being plugged on the Sheet at 2:35 PM will not be fresh until 10:35 PM His log being cut at 2:30 PM does not mean he is fresh at '10:30 PM Scheduled time will be used for plugging.

LOGGING PROCEDURES

Generally speaking, and in accordance with the DOT regulations/ an operator is on duty when he is responsible for the care and custody of the bus/ passengers or equipment.

2.1 LOGGING ON DUTY/NOT DRIVING

- a) preparation time on a charter.
- b) show time of a run.
- c) border crossings.
- d) breakdown time.
- e) all lunch stops on schedules and charters.
- f) 30 minute plugging time between Windsor and Detroit (with or without a bus).
- g) continuous protection time at home, or away from home terminals.

2.1 LOGGING OFF DUTY

- a) waiting time for driver reliefs.
- b) waiting time at airports.
- c) When a driver DHOCs then receives his 8 hours rest, the DHOC is logged off-duty.
- d) On charters, a driver may log off duty if all the following 4 conditions are met;
 - i) a stop is specified on the charter order or itinerary.
 - ii) such stop .is for a specific time.
 - iii) the driver is released from care and custody of bus and passengers.
 - iv) the driver must be at liberty to pursue activities of his own and be able to

leave the premises where the bus is parked.

- 2.2 **PLUGGING EXPRESS TIME ON LOCAL RUNS** Driver's who on the orders of a supervisor/ are assigned to go express on local runs will be plugged as listed below. They will plug onto the board at the scheduled arrival time,

| <u>Between</u> | | <u>Time</u> |
|----------------|----------|-------------|
| Toronto | Hamilton | 0.55 |
| Toronto | London | 2.25 |
| Toronto | Windsor | 4.05 |
| Hamilton | London | 1.40 |
| Hamilton | Windsor | 3.30 |
| London | Windsor | 2.15 |

- 2.3 **LOGGING ACTUAL TIME ON A CANCELLED CHARTER** Actual time on the charter will be logged.
- 2.4 **LOGGING ON SHORT CALLS** Driver will start log at actual time he reports. If no supervisor is on duty/ log will start 30 minutes before time signed out on the schedule register.
- 2.5 **SPARE OPERATORS LOGGING ASSIGNMENTS OUT OF DETROIT -**
a) Regulars and extras; 30 minutes show time in Detroit.
b) Charters; 30 minutes on duty for traveling from Windsor to Detroit/ plus one hour prep time in Detroit. Deadhead mileage and time will be in addition for points outside of Detroit.

CHARTERS

- 3.0 **PLUGGING MULTIPLE CHARTER MOVES** All drivers will be plugged in order from the board at assignment time/ including requested drivers. Should any sections be cancelled, the non-requested drivers will be taken off first.

3.1 **PLUGGING TIME ON CHARTERS**

The following times will be used:

| <u>Duration of Charter</u> | <u>Plugging Time</u> |
|----------------------------|----------------------|
| 0 to 48 hrs | 1 hour |
| over 48 hrs to 5 days | 9 hours |
| over 5 days to 14 days | 24 hours |
| over 14 days | 48 hours |

When calculating the above charter times, departure time to completion time of the charter will be used. (See charter list pertaining to 5 day charters.)

- 3.2 On charters with a 9, 24, 48 hour plug, the driver, whether requested or not, must be on

the board at plug time. If there are no available SPAREMEN on the board at the time, the plug will go to the first up spare man on the nearest board.

- 3.3 **NINE HOUR PLUG ON CHARTERS** The 9 hour plug will be given to the first man on the board that is not protecting. He does not have to be eligible at plugging time as he will get his 8 hours off during the assignment time. The only time an operator on protection will receive an assignment that should be plugged 9 hours, is when there has been less than 2 hours notice of such a move. If over 2 hours, but less than 9 hours notice is given, it will go to the driver not on protection.

A driver who has booked his 8 hours rest will not be given the 9 hour plug unless there is a shortage of spare operators.

- 3.4 **WORK CYCLE ON CHARTERS OF TWO DAYS OR MORE** The start of the 24 hour period is the time the charter service terminates on the first day exactly as stated in this clause, and not the time of arrival at destination. If there is any work performed at the destination after arrival on the first day, the 24 hour period starts at the end of that work.

- 3.5 **(NEW) PAY CLASSIFICATION OF ONE AND TWO DAY CHARTERS** For purposes of pay claims a one day charter is any charter move that is completed by an assigned operator within 24 hours from the leaving time to completion time.

A two day or over charter is any charter move that exceeds 24 hours as above, or is completed within 24 hours but the operator is required to have his hours off before completing the charter move.

- 3.6 **REQUEST CHARTER, STARTING AT AN AWAY FROM HOME BOARD** A spare operator may work in his turn to an away from home point and pick up a request charter as long as he will be eligible at the time it is assigned. If he does not work in, he will plug off and back on, his home board at the time the charter starts and finishes at the away from home board point.

If he is not able to work to the away from point, the driver will be supplied a hotel room if necessary.

An operator cannot take or be forced on a piece of work that will cause him to be ineligible for his request charter.

- 3.7 **REQUEST CHARTER, PLUGGING MULTIPLE SECTIONS/DRIVERS** All drivers will be plugged in order from the board at assigning time, including requested drivers. Should any sections be cancelled, the non-requested drivers will be taken off first.

- 3.8 **REQUEST CHARTER, FINISHING AT AN AWAY FROM HOME BOARD** A spare operator with a request charter that begins at his home board and ends at an away

from home board, will work out of the away from home board in turn as an out-of-town spare operator.

- 3.9 **REQUEST CHARTER, REFUSING WORK PRIOR TO** An operator with a request charter cannot refuse a piece of work unless it will interfere with the charter. He can request a book-off on the day the charter goes out.
- 3.10 **REQUEST CHARTER, REGULAR MEN OPERATING A REQUEST** Regular men cannot book off part of their trip to pull a request charter.
- 3.11 **REQUEST CHARTER, NO RELINQUISHING OF REQUEST CHARTERS** Individual, signed requests cannot ,be relinquished unless the operator is on vacation, sick leave, furlough or suspension at the time the charter move takes place.
- 3.12 **REQUEST CHARTER, SIGNING LETTERS OF** A specific operator may operate a request charter on the following basis;
- a) The request has been made at least 5 days prior to departure time and the operator signs the request at feast 5 days prior to departure time, or;
 - b) An operator has signed a "blanket request" for a particular charter group.
 - c) An operator cannot sign another request that will interfere with an individual, or blanket, request that he has already signed.
 - d) For operators, blanket requests will take precedence over signed requests. A charter group may submit an individual request for another operator even though the charter group already has a driver working on a blanket basis.

** The signing of a blanket request will allow an operator to be requested on any and all work from a particular group, thereby eliminating the need for individual requests. Without signing a blanket request, an operator cannot be requested unless it is in writing and the request can only be made at the time the bus is ordered ahead of the 5 day minimum.

If an operator refuses any blanket work, except for reasons of illness, vacation or furlough, his name will be taken off the blanket request until the next run bid. Also, if an operator books sick for a period of time that causes him to miss a signed or blanket request, he cannot operate another request that would be assigned during the operation time of the missed request.

- 3.13 **EXCLUSION OF DRIVERS** Charter groups may ask to have a driver excluded from their work if such exclusions are in writing with copies to the Union and the driver involved. No driver may be excluded unless they have actually worked for the charter group in the past. Letters of exclusion wit! not become part of the employee's file and

will not be used in any reference to discipline or Job performance.

DHOC ASSIGNMENTS

- 4.0 **UNAVAILABLE SEAT FOR DHOC DRIVER** If there is no seat for a driver assigned DHOC he may be held for the next schedule but will be plugged on the next schedule/ if there is an available seat on the next schedule. In either case, if next schedule is in excess of 4 hours, a room will be provided.
- 4.1 **OPERATORS ASSIGNED DHOC** on a schedule must ride on that trip if there are seats for them. If a driver is given permission by his home board supervisor to ride a later schedule, he will be plugged on the board at the time of arrival of the schedule he was originally assigned to.
- 4.2 **CHANGING DHOC TO DRIVING AT INTERIM BOARD POINT** When a spare board driver is assigned DHOC/ and arrives at an interim board point, and a spare should develop going to his home terminal, then his assignment will be changed from DHOC to operate the extra to his home terminal, (if there is already an eligible spare board driver on the interim board at the time, then he, and not the driver who is DHOC, will operate the extra to his home terminal.
- 4.3 **ARRIVING TOO LATE TO DHOC** For example, a London spare operator on a trip from Toronto arrives in Windsor under 30 minutes late he will plug on the board at scheduled time. If he has arrived too late to catch a run he would have been plugged DHOC home on, he will DHOC on the next schedule and will plug in London at the time of that next schedule.
- 4.4 **DHOC ON DRIVER RELIEF** Drivers being relieved will be permitted to DHOC on the charter when authorized by the Company.

PROTECTING - FLIPPING

- 5.0 **6 HOUR PROTECTION PERIOD** An operator may be assigned up to, but not after, his 6th hour (360 minutes), unless he is protecting a delayed schedule. He will then flip the board and the next operator will be used.
- 5.1 **SCRATCHING AFTER NOTIFICATION OF BEING FIRST UP** Operators will be notified when they are next to be called, or become first up on the board. When a driver has been notified, the operator will be scratched if he cannot be contacted by phone. (See 0-32 and 0-33 call verification). A scratched operator will be removed from the board for 24 hours, starting 2 hours before his report time.
- 5.2 **FLIPPED TO BACK OF BOARD WHEN SERVICES NO LONGER REQUIRED**
- a) A driver will go to the bottom of the board if he has protected and flips, (is not needed)
 - b) He will plug on the board as of schedule time of the last assignment protected in his 6 hour period.
 - c) He will be plugged on the board at actual time if the schedule is more than 30 minutes late.
 - d) For pay purposes, he will claim for all protection time up until the actual departure time of the assignment.
 - e) A runaround will be paid to the operator if he is flipped before his 6th hour and an assignment develops within the 6 hours he could have protected.
- 5.3 **OPERATORS BROUGHT AROUND OTHER OPERATORS TO PROTECT**
- a) An operator who has to be flipped because of a book off, vacation, request charter/ etc., will go to the bottom of the board if another operator has to be brought in. If he is at home/ he will be flipped at the time of the 2 hour call to work. If he is protecting, he will flip at the assigning time of the piece of work for which he was ineligible.
 - b) When an eligible operator is brought around an ineligible operator (ineligible by reason of insufficient hours) to protect, the eligible operator will remain on protection and first up for as long as protection is required/ to the maximum of 6 hours.
 - c) *(NEW)* When an operator is brought around another to protect for sightseeing because^ the first up operator is not qualified, the operator will be flipped when the sightseeing run clears. In this instance, the operator protecting in the morning will cover the Niagara Falls tour, and if not needed, he will protect the city tour then flip.
 - d) Whether on protection or not, operators will hold their position on the board in cases of; ineligible because of hours, booking 8 hours rest, refusal of short call, when second - up operator is given a 9 hour plug, or first driver is not qualified because of not having a "B" licence or being sightseeing trained-
- 5.4 **CANCELLATION OF CALL TO WORK** Spare operators, or regular operators working spare, may have their call to work (report time) cancelled/ provided the

cancellation notice is made at least two hours prior to the time the operator is called in for. If the operator cannot be contacted two hours prior to the call in time, the cancellation will still stand. Operating Supervisors are asked to make prudent use of this clause particularly in the case of operators whose residences are some distances from their home board.

BOOK OFFS/BOOKING REST

- 6.1 **BOOK OFFS MAY BE BOOKED** in advance and starting at any time specified by the spare operator. They may be made in either 12 or 24 hour segments, or any combination of segments.
- 6.2 **CANCELLATION OF BOOK OFFS** must be done at least 12 hrs. in advance. Book offs may not be made, nor cancelled from an away from home point.
- 6.3 **ELIGIBILITY TO WORK PRIOR TO A BOOK OFF** A driver with a book off must be eligible to drive out and back from his home terminal before the book off begins. The exception would be in a case of a shortage of manpower, where the driver could go as far as an interim board point or DHOC back to his home board.
- 6.4 **ASSIGNMENT BEFORE VACATION, FURLOUGH OR LEAVE OF ABSENCE** An operator going on furlough/ vacation or leave of absence must start his last piece of work before the midnight he is furloughed, starts vacation or leave of absence. All pay slips must be dated before leave starts.
- 6.5 **BOOK OFFS PRIOR TO A REQUEST CHARTER OR HOLD DOWN.** A driver may request a book off so he will not miss the first trip of a hold down or miss a request charter.
- 6.6 **(NEW) BOOKING REST AT AN AWAY FROM HOME POINT.** The driver will be either sent home at the earliest time and removed from the board for 8 hours, or he will be removed from the board at (he away from home point for 8 hours.
- 6.7 **(NEW)** Drivers will not be called to report for work on their 8th hour of rest.

PERMANENT VACANCIES AND HOLD DOWNS

- 7.0 **HOLD DOWN AND PERMANENT VACANCY SPECIFICATIONS** A run open for 6 calendar days/ but less than 31 calendar days, is considered a Hold Down. A run open for 31 calendar days or more/ is a permanent vacancy. Posting days will not have any bearing as to whether a run is a Hold Down or a permanent vacancy. At! vacations and time off to operate a charter(s) are operated as hold downs.
- 7.1 An operator shall not bid on vacancies which that operator created unless there is a material change in the run.
- 7.2 **NEW REGULAR RUNS** Each new regular run and permanent vacancy wilt be advertised for choice with the bidding period to remain open for five (5) days and then assigned to the senior operator making written application at 3:00 pm prior to the next working day.
- a) If the senior operator entitled to such run or permanent vacancy bids, he will immediately be assigned and advertisement wilt be closed. If no bid is received, the run or vacancy will be assigned to the junior operator on the spare board relieving such assignment. An operator so assigned may exercise his seniority at the first opportunity.
- b) Assignments under this Article will become effective at 12:01 am on the effective date of the run change.
- 7.3 **EXTENSION OF HOLD DOWN** Should a regular operator request and receive an extension of time off, the operator assigned to the hold down will continue on the assignment for the period not to exceed thirty (30) calendar days at which time the vacancy will be posted as a permanent vacancy. If the regular operator books sick while on vacation, the hold down will continue to a period of 30 days from the time the regular operator booked sick, or will be posted immediately as a permanent vacancy if it is known that the regular operator is going to be off for more than 30 days.
- 7.4 **ELIGIBILITY TO BID A HOLD DOWN** Operators who are on vacation or leave of absence must be on the spare board nine (9) hours prior to the effective starting time of a hold down to be eligible to bid on a hold down.
- 7.5 **REMOVAL FROM BOARD FOR HOLD DOWN** The successful bidder of a hold down will be removed from the spare board nine (9) hours before the time required to report for the assignment. If the successful bidder is out on an assignment at the time he should have been removed from the spare board, he will complete the tour of duty and when he returns to his home terminal, he will be removed from the spare board and will pick up his hold down when he has secured his rest.
- 7.6 **REGULAR OPERATOR RETURNING TO WORK** A regular operator desiring to return to his regular assignment shall notify a supervisor at least twelve (12) hours prior

to normal report time for that assignment.

- 7.7 **POSTING OF HOLD DOWNS AND VACANCIES** All hold downs and vacancies will be posted for 5 days when possible.
- 7.8 **HOLD DOWNS AND PERMANENT VACANCIES CLOSING AT THE SAME TIME** A permanent vacancy will take precedence over a hold down when a driver has signed both and they close at the same time.
- 7.9 **CLOSING TIME OF BIDS** Hold downs and permanent vacancies close at 3:00 pm, the day prior to the run departure, except at the time of a general run bid when Hold Downs will also become effective at 12:01 AM
- 7.10 **SPAREBOARD OPENINGS** are effective at 12:01 am the day after they close.
- 7.11 **RELINQUISHING REGULAR RUNS**
- a) Regular runs cannot be relinquished until they have been worked for 30 days nor during the posting of notification or bidding periods of a run bid.
 - b) Operators who have relinquished their run will not be allowed to bid a hold down or tour.
 - c) To relinquish a run, 48 hours written notice in addition to the above 30 days must be given to the supervisor.
- 7.12 **JUNIOR OPERATOR FORCED ON A RUN** He will not lose his seniority rights if he relinquishes as soon as a Junior operator to him is eligible. If he does not relinquish immediately, he must work the run for at least total of 30 days before he is eligible to relinquish.
- 7.13 **HOLD-DOWNS IN RESIDENCIES:** The driver will be DHOQ, with pay, to the residency to ensure he has 9 hours off before show time of me first day's work. He will be supplied a hotel room during the regular weekly work cycle. If he goes home on the days off, he will be paid the DHOC in both directions.
- 7.14 **RESIDENCIES:** A driver giving up a protected residency must give notice of his intentions within 3 days at the time the notification of a run bid is posted.
- 7.15 **(NEW) FORT ERIE RESIDEN** The driver must drive his car to FTE each day and pay bridge tolls and parking. He has been paid \$5.00 for this for many years and the rate should be increased to \$7.00, as agreed to with T. Spark.
- 7.16 **SPARE BOARD VACANCIES** Vacancies on a spare board may be signed by both spare and regular operators-
- 7.17 **NOTIFICATION TO RETURN TO WORK** When a regular operator has been off for a period of time where his run has been worked as a hold down, the regular operator must

give 12 hours notice prior to the show time of the run to return to work. Where the run has not been open long enough to be worked as a hold down, he must give 4 hours notice.

- 7.18 **WORKING DAYS FOR HOLD DOWNS** All Hold Downs will consist of at least 6 calendar days. If a hold down is not signed, it will be worked from the board on a day to day basis.
- 7.19 **NO FORCING ON HOLD DOWNS** Operators cannot be forced on a hold down, nor can operators be bumped from hold downs.
- 7.20 **NO RELINQUISHING OF HOLD DOWNS** Hold Downs must be worked to conclusion and cannot be relinquished.
- 7.21 **EXTENSION OF TIME ON VACATION HOLD DOWN** Added time off to a vacation will be part of the hold down. The spare operator will continue to work the hold down if the regular operator books sick or is granted extra time off while on vacation. The spare operator will remain on the hold down until the regular operator has been off for 30 days after his vacation is finished, at which time the run will be posted as a permanent vacancy.

If extra time off is granted to the regular operator when the hold down is completed, the open run will be worked off the board.

- 7.22 **SPARE MAN DHOC TO PICK UP HIS HOLD DOWN** When the successful bidder of a hold down is at an away from home terminal and it is uncertain if he will work back to his home terminal in time for the first trip of the hold down/ he may cushion home as long as there are enough spare drivers at the away from home terminal to cover any work. This DHOC is paid.
- 7.23 **EMERGENCY HOLD DOWNS** When a run is posted for an emergency hold down, spare operators from that board will be contacted as quickly as possible in order of seniority. The hold down will go to the first man accepting.

Such bids will remain open for a maximum of 5 days. If not bid in that time, the run will be worked from the board until the regular operator returns or the opening becomes a permanent vacancy.

The successful bidder of an emergency hold down will be taken off the board 9 hours, or less if time insufficient/ prior to the show-up time of the run. If the run has already gone out for the first open trip/ the bidder will be taken off the board immediately.

- 7.24 **BIDDING MORE THAN ONE HOLD DOWN** If an operator signs more than one hold down and does not signify his priority by placing a number beside his choices, he will be assigned to the run that goes out first.

- 7.25 **SIGNING A SECOND HOLD DOWN** An operator working a Hold Down may bid another as long as he will be eligible to pull the first trip. Being eligible means by the show time of the run.
- 7.26 **REFUSING WORK PRIOR TO THE HOLD DOWN** The successful bidder of a hold down can refuse a piece of work that may interfere with the first trip of the hold down. He can request a book-off on the day the hold down closes.
- 7.27 **BIDDING HOLD DOWNS AT A GENERAL RUN BID** Only at the time of a general bid, when hold downs are considered open and closed at 12:01 am/ an operator may sign another hold down even though he would not be eligible for the first trip.
- 7.28 **ACCEPTING WORK PRIOR TO OPERATING HOLD DOWN** An operator may take a piece of work prior to a hold down that he has bid. He will immediately take over on the hold down upon his return to his home terminal.
- 7.29 **FORCING OF OPERATORS ON PERMANENT VACANCIES** The junior spare board driver where die vacancy exists will be forced on a permanent vacancy if no one has bid the vacancy.

If there is an operator lower in seniority who is working a hold down at the time/ the driver working the hold down will work it to completion. Then the driver who was forced, with proper notification, can relinquish the vacancy on return of the operator working the hold down. Relinquishing must take place immediately.

There will be no loss of seniority bidding rights for relinquishing under the above conditions, as stated in the Collective Agreement.

- 7.30 **DRIVERS FORCED PAID DHOC MILES** When operators are forced from one board to another they are paid DHOC miles to that board. When these operators return to the board they bid they are again paid DHOC miles to the bid board.
- 7.31 **REGULAR MEN DHOC ON THEIR OWN TO PICK UP A VACANCY** A regular man who is the successful bidder of a permanent vacancy will not be paid DHOC miles, from his away from home point, to pick up his new run. This applies only to regular men bidding a permanent vacancy.
- 7.32 **BUMPED WHILE ON VACATION** An operator who has been bumped while on vacation, may exercise his seniority with 12 hours' notice. This notice may be given while the operator is still on vacation. For example, an operator may exercise his seniority on a run that has a 12:15 AM show up time on the day he returns from vacation, provided he has given the required 12 hours' notice by 12:15 PM of his last day on vacation.

7.33 **EXERCISING SENIORITY ON RETURN FROM LEAVE** An operator returning from any absence, may exercise his seniority on assignments/ except hold downs, that have been advertised during his absence. The operator must give at least 48 hours' notice prior to the report time of the assignment on which seniority is to be exercised. Exception: Operators returning from sick leave need give only 12 hours' notice in such instances.

7.34 **RETURNING FROM LEAVE (from LA)** Operators, upon their return to service, who are eligible to exercise seniority over junior operators must do so forty-eight (48) hours prior to the hour the operator is due to report. Operators returning from sick leave may exercise seniority with twelve (12) hours' notice. ;

7.35 **OPERATORS DISPLACED (from LA)** An operator displaced by a senior operator or who for any reason is deprived of his assignment through no fault of his own, may displace a Junior operator in assigned service.

Any operator displaced as a result of bumping will be required to give a minimum of 12 hours' notice, with a maximum of 48 hours notice, prior to departure from home terminal of the regular assignment on which his seniority is to be exercised.

An operator having been displaced from his run may, with proper notice, displace any Junior operator and may, upon completion of last work to which he is entitled on the assignment from which displaced, operate the first outbound trip of his new assignment for which he is qualified under hours of service.

Operators who are on extended charters which encompass the entire duration of the run posting period/ shall have displacement privileges over junior operators who have been awarded runs (excluding hold downs) during their absence. The displacement shall take place prior to the operator plugging the spare board or performing any work.

7.36 **RETURNING TO ORIGINAL RUN AFTER BEING BUMPED** When the successful bidder of a permanent vacancy is bumped by an operator returning to his run^ he may exercise his full seniority rights for bidding other work.

7.37 **EXERCISING SENIORITY AFTER 31 DAY ABSENCE** Any operator may exercise his seniority if he has been off more than 30 days.

RUN BID CHANGES

8.0 **GENERAL BIDS (from LA)**

8.1 **NOTIFICATION OF RUN BID** Except as agreed between the parties notification of general bids will be posted a minimum of thirty (30) days prior to the effective date and they will be advertised for bid for twenty-one (21) days when possible, but not less than

fifteen (15) days prior to the effective date.

- 8.2 **NUMBER OF BIDS PER YEAR** It is agreed that there shall be a minimum of four (4) general bids each for operators with the first bid to be effective in January.
- 8.3 **BIDDING (from LA)** Any operator who is not available to bid when it is his turn, who has not left a sealed bid with a Company supervisor so that he may bid for him when his turn arrives, will be passed/ thereby permitting other operators to continue bidding.
- a) When such operator who has been passed is available to bid, he will bid an assignment from those jobs left for bidding except for such operators who have not been available to bid because of illness/ vacation or leave of absence, who shall have the right to exercise seniority upon their return. No bids will be asked for but will be accepted over the telephone.
- 8.4 **BID NOTICES** will be posted in the same location as the bids sheets.
- 8.5 At the time run changes are made/ regular operators will remain on the runs which they are operating prior to the run change until they reach their home terminals and will not be permitted to take over their new runs except at the home terminals of such runs.
- 8.6 **DHOC AFTER TERMINATION BY RUN BID.** At the time of run bids, a regular operator who terminates his run at his away from home division point will be allowed half rate of pay for returning to his home point.
- 8.7 **RUN DESCRIPTION (copied from LA)** To facilitate the operation of the provisions of this Agreement/ all operators will be supplied on request with a complete description of each run and assignment and will be advised promptly of any change. Each assignment will be designated by number and its description will include all details in connection therewith. The following will be specifically covered.
- a) Sign on and off time assignment
 - b) Leaving and arriving time of schedules operated.
 - c) Hours/ miles and trip rates allowed for normal operation-
 - d) Designation of home terminal.
 - e) Terminal - garage and vice versa movements.
 - f) Designate work tour and first relief days.
 - g) Whether run goes off route to pick up or drop newspapers.
 - h) Express or local runs.
 - i) Spread time.

The Company will consult with the Union prior to implementing run bids and a copy of proposed run bids will be given to representatives of the Union before posting.

- 8.8 **MATERIAL CHANGE (copied from LA)** When regular assignments in a seniority district are so changed that working conditions are materially changed, they shall be cancelled and new assignments advertised for bids. In the application of this Section, the following will be considered "material changes":
- a) Change of location of assignment.
 - b) Change of more than one (1) hour in signing on or off time assignment or an aggregate of more than one (1) hour in a six (6) month period.
 - c) Change of assignment resulting in a difference of one hundred dollars (\$100) or more per month in earnings.
 - d) Change of day or days off.
- 8.9 When a run is posted due to a material change, the operator holding such run must sign such posted run while it is posted or forfeit his right to such run on said posting. This does not apply if operator is off duty during such period of posting and has no opportunity to bid on such run. Any run which is to be posted under the provisions of this Section shall be posted as soon as possible but not to exceed three (3) days.
- 8.10 **RUNS AFFECTED CANCELLED** When regular assignments in a seniority district are changed by changes in garage or terminal pull-outs or pull-ins or from express to local operation or vice versa, those runs affected shall be cancelled and new assignments for bids.
- a) All assignments will be cancelled and a general run bid conducted when fifty percent (50%) or more of the runs therein are affected by any of the material changes set forth in this Article.
- 8.11 **NEW RUNS AND PERMANENT VACANCIES (from LA)** All new runs and permanent vacancies between general bids in regular assignments will be advertised by written notice on bulletin boards at all supervisory division points within five (5) days prior to effective date. Such notices will state where the run or vacancy exists and the hour and date bids close. No bids will be asked for, but will be accepted over the telephone.
- 8.12 The Company agrees that it will consult with the properly accredited representative of the Union prior to the posting of bids for all new runs and agrees that copies of the schedule proofs will be given to the president of the Local Union at the same time that they are given to the local supervisors.
- 8.13 **NEW SPAREBOARD POSITIONS** New spareboard positions will be advertised for bid at least five (5) days prior to effective date. If no bids are received, the Company will assign junior spareboard operator(s) from remaining spareboards at other locations.
- 8.14 **RELINQUISHING RUNS (from LA)** Regular operators may relinquish their runs provided forty-eight (48) hours advance written notice is given to the supervisor. Such

operators shall be placed on the spare board at point at which runs originate when they are relinquishing, or if no spare board is maintained at such point, they shall take their place on spare board at point nearest thereto. Regular operators will not be permitted to relinquish their runs during the thirty (30) days after the effective date of a run bid or during the thirty (30) day period prior to the effective date of a run bid.

Operators who relinquish their runs under this section shall not be permitted to bid a hold down, or tour until the next general run bid.

8.15 When a spare operator is forced on a run and an operator Junior to him is called back to work; in order to relinquish the run, he will give forty-eight (48) hours' notice and return to his place on the spare board he bid. The relinquished run will be posted for five (5) days.

8.16 **REGULAR OPERATORS RETURNING ON CORRESPONDING RUNS** At the time of a general run bid, regular operators will bring back the corresponding run of the old bid, or one that corresponds as closely as possible. This will be posted before the run bid takes effect.

In the case of attached runs such as Det-Tor-Bflo, the operator will be allowed to deadhead to Toronto from Buffalo, if the Tor-Bflo portion has been deleted, and pick up the corresponding Tor-Det portion of the run.

8.17 **REGULAR OPERATORS AVAILABLE AS OF SHOW TIME OF BID RUN** Regular operators must be available to work on the new run as of the show time of the run.

8.18 **EX-REGULAR OPERATORS WITHOUT A RETURN RUN ON THE NEW BID** If a regular operator does not have a run to return to his home terminal, and he becomes a spare man at 12:01 am, he will take his position and status on the board. If more than one operator is affected, they will plug on the board according to seniority.

8.19 **SPARE MAN BECOMING A REGULAR OPERATOR WHILE OUT OF TOWN** He will be allowed to return to his home terminal immediately, or if he is held, he will assume the status of a regular operator working spare.

8.20 **OPERATORS WORKING HOLD DOWNS** will complete the run if there is a corresponding run to return on.

8.21 **SPARE OPERATORS WHO HAVE BID ANOTHER BOARD** Such operators will assume the status of the new board at 12:01 AM and remain in their current order on the board.

8.22 **REGULAR OPERATORS WITH NO RUN TO RETURN HOME ON** These

operators will be paid DHOC miles.

- 8.23 **TRANSFERRING OF DRIVERS** At the effective time of a general run bid, drivers who have bid, or have been forced, to another board, will retain their position on the board but will then work under the conditions of the new board status.
- 8.24 **CHANGING STATUS WHILE ON AN ASSIGNMENT OR ABSENCE** A spare operator on an assignment, or absence of any kind, at the time of transfer or status change, will change his status at the completion of the assignment or absence, regardless of which board he is plugged on at time of completion of the assignment. An operator on an absence will be placed on the new board at the time of return from the absence.
- 8.25 **TIME OF TRANSFERRING AND RUN BID STATUS CHANGES** These will take place at 12:01 AM except when on an assignment or possibly when returning from sick leave or book-off.
- 8.26 **RETURNING TO BID BOARD ON RECALL OF FURLOUGHED OPERATORS** When drivers have been forced to a board, the forced drivers must return to their bid board on return of furloughed drivers. If they do not return immediately, or at the first opportunity, they cannot return until the next general run bid or permanent vacancy. If they choose to go back to their original bid board, they will remain on the current board, but their status will change to that of an out of town operator-

REGULAR MEN - SUPER BOARD

- 9.0 **SPARE OPERATORS USED IN PREFERENCE TO REGULAR OPERATORS** Whenever possible a spare operator will be used in preference to a regular operator/ as long as the spare operator has hours to work. Runarounds will apply in the application of this clause.
- 9.1 A spare operator with a book off or request charter will be used ahead of a regular operator/ as long as the spare man can get home in time by driving or DHOC.
- 9.2 This whole clause will also apply on Detroit-Buffalo division if a spare operator is available and qualified at London and can be dispatched to St. Thomas.
- 9.3 **REGULAR MAN'S BIWEEKLY GUARANTEE.** If a regular man is on a run that pays the biweekly guarantee and he books off to do a request charter, he will receive the biweekly guarantee. If the charter pays more, he will be deducted one day of the guarantee and receive the pay for the charter.
- 9.4 **REGULAR OPERATORS USED SPARE** A regular operator working spare will not take his turn on the regular board. All spare operators will be used first.
- 9.5 **REGULAR OPERATOR WORKING SPARE** A regular operator used on overloads

or as a regular man on a straightaway run (eg; runs that receive 8 hours off at the turnaround point) from his home terminal will be cut at an interim board point and sent back to his home terminal as soon as possible.

- 9.6 A regular operator working overtime and used as a regular man on a turnaround (eg; runs that return to the starting point without 8 hours off at any point) run will operate the run to conclusion.
- 9.7 If a regular operator is working overtime or step-up towards his home terminal, he will be allowed to complete the assignment if his hours permit.

MISCELLANEOUS

- 10.0 **HELD AWAY FROM HOME** The 36 hour period starts at the scheduled time of arrival (with late arrival provision) in the case of a schedule run, actual time of arrival in the case of a charter (with 60 mph provision) at the first away from home point that the driver is held.
- 10.1 **SICK LEAVE WAITING PERIOD** It is agreed that the interpretation of this clause shall provide that regular days off will be included when computing the three (3) day waiting period.
- 10.2 **SICK LEAVE, SPARE OPERATORS** A spare operator will be off the board for 24 hour segments from the actual time he books sick- He will not be placed back on the board on any day until he has given notification prior to the time he booked sick.
- 10.3 **VACATIONS** If a spare operator has been furtoughed in his anniversary year/ then he is only required to take his vacation for the number of days which he is compensated for. If he wishes to take full vacation, then he may do so.
- 10.4 **NO SPLITTING OF DAY RATED RUNS** On any date rated run, an operator must have hours and be eligible to work the entire assignment; in other words/ it must not be split-
- 10.5 **ONCE AN OPERATOR HAS SIGNED A POSTING** such as a vacation, request charter, hold down, permanent vacancy or general bid, he may not remove his name.
- 10.6 **REGULAR OPERATORS LAY OFF (from LA)** Operating conditions permitting, regular operators will be allowed to lay off at their home terminal or an away-from-home point if sufficient spare operators are available, and then they will be permitted to pick up their runs at either home or away-from-home terminal desires to pick up his run at such point, he must give notice by the arrival time of that inbound trip of his regular assignment preceding the departure of his regular assignment. A regular operator will not be allowed to lay off at the away-from-home point, or during his tour of duty, in order to operate a request charter.

PAY CLAIMS

- 11.0 **MEN FORCED PAID DHOC MILES** When operators are forced from one board to another they are paid DHOC miles to that board. When these operators return to the board they bid they are again paid DHOC miles to the bid board.
- 11.1 **DRIVER DHOC CLAIMING DELAY TIME** A driver assigned DHOC on a run cannot claim any delay time if the run is late leaving or arriving-
- 11.2 **GARAGE ALLOWANCES ON CHARTERS** This is not paid except to travel from garage to terminal to pick up charter orders, or from terminal to garage when required to sign in at terminal after completing charter.
- 11.3 **90 MINUTE PLUG TIME ON CHARTERS OUT OF DETROIT** Driver's pay slip will show this as one hour preparation time plus one half hour protecting time.
- 11.4 **BI-WEEKLY GUARANTEE, SICK LEAVE AND HOLIDAYS** Operators returning from vacation, sick leave or leave of absence or who have worked a hold-down or regular run, will be paid a pro rate of the guarantee for each day available for work on the spareboard.
- 11.5 **RENTAL COACH USED WITHOUT CONDUCTOR** These miles are claimed by the first available and qualified spare operator on the nearest board. Scheduled time of departure of the rental coach will be used to establish which spare operator on the nearest board point would claim the miles. For example, a rental coach without conductor is used from Hamilton to London and the schedule time of departure of the run from Hamilton is 2:25 PM, then the first operator up on the board in Toronto at 2:25 PM will claim this rental.
- 11.6 **SIGHTSEEING PAY (information)** A driver will be paid under the Collective Agreement for sightseeing when tour companies request a sightseeing trained driver.