



Bus Operator Triannual Bid Guide

March 29, 2022

Service Scheduling Team

Bus Operator Triannual Bid Tutorial

- What is a Bid Sheet?
 - How do I complete it?
- How do I select Duties?
 - What are duties anyway?
- What do I do with my Bid Sheet once I have filled it out?
 - What if my Bid Sheet is filled out incorrectly?
- What happens to my Bid Sheet after I turn it in?
 - What happens if I miss the turn in time?
 - What if my Bid Sheet is incorrect?
- How will I know what selections I was awarded?



Bid Sheet and Understanding Run Numbers

- A [Bid Sheet](#) is what is used to make selections in the Triannual Bid



BID 2202
 Badge: ####
 Seniority: 000
 Locker:001

Bus Driver Name, you are scheduled to submit your run selection on **TUESDAY, 2/1/2022**. Your document must be completed with **TEN DUTY CHOICES**. If you are unsure of your desired days off at the time of submission, please include 2 additional days off choices. Your submission time is **8:00:00 AM**.
If you choose the Extra Board as a choice, FOUR DAY-OFF CHOICES ARE REQUIRED. If the Vacation or Extra Board has closed, it **must** be the #1 choice on your pick sheet to be considered if a position becomes available.

*****Please read this completely, Section 38 (C) The Union Representative shall pick for operators on leave of absence for reasons of sickness or other cause if they have failed to leave a choice. Where the Union Representative picks a run for an Operator who has failed to leave a choice or unduly held up the bid, they will attempt to secure the same run and day off held by that operator during the previous selection. Failing in this, he/she will select a run in the same classification and approximately the previous hour for reporting for work and the total amount of time in the run*****

CHOICE	SUN	MON	TUE	WED	THU	FRI	SAT
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

If the Extra Board is your awarded choice, please remember to fill out a 13 1/2 sheet before the upcoming pick effective date.
 Is your personal information correct? Have you changed your phone number since the last run selection?

Valid phone number _____

If you are submitting your choices before your scheduled time, please include **10** choices and submit your pick sheet to the Service Center. If you do make **10** choices and your choices are unavailable, the union will pick for you. **No phone calls will be made.**

Signature: _____

OFFICE USE ONLY: Operator selected assignments yes no / Information entered in system date _____ time _____

- To correctly make your selections, you need to know what the [run numbers](#) represent

115201

- The first digit indicates the day of week type
 - 1 = Weekdays
 - 2 = Saturdays
 - 3 = Sunday
- The second and third digits indicate the run number
 - In the above example it is 15
- The fourth digit indicates type of run
 - 1 = Straight Early – completed before 5:00 pm
 - 2 = Split Early – completed before 5:00 pm
 - 3 = Straight Midday – completed by 9:45 pm
 - 4 = Split Midday – completed by 8:30 pm
 - 5 = Straight Late – completed after 9:45 pm
 - 6 = Split Late – completed after 9:45 pm
 - 7 = Swing Shift – completed before 7:45 pm
 - 8 = Part-Time
 - 9 = Open Work
 - Called Trippers
- The fifth and sixth digits indicate the sequence in which the run is billed out by the Service Center

Using this logic, the duty number above is on a **weekday**, the **run number** is 15, the run is a **split early**, and the sequence for the bill-out from the **Service Center** is 01



Duties and Run Packages

- Duties, also known as runs, are posted in the South Lounge of the 1501 Campus
 - The runs come in five distinct varieties
 - **8 hour packaged runs**
 - These are **duties** that are packaged together for a specific work week.
 - These duties typically have **five** approximately **eight-hour** working days and **two** days off built into the package

IndyGo Roster Set: WWASH Scenario: 3 Booking 2202 8/10 hr Roster (Wk 03 - Sat 02 - Sun 30) Final									Pre-Bid Report									Effective: 02/13/2022 Booking: 2202		
Roster	Position	Sun	Mon	Tue	Wed	Thu	Fri	Sat												
08_AM	1	OFF	139101	139101	139101	139101	139101	OFF												
Duty #	Block	Routes	Report,Time	Pull,Out	Start,Time	Start,Place	End,Time	End,Place	Pull,In	Turn-In,Time	Sign,Out	Working,Pay	Make,Up	Spread,Time	Total,Pay					
139101	3901	39	334a	344a	407a	3500-N MITTHOEFER	1128a	CTC C			1138a	8h04	0h00	0h00	8h04					
08_AM	2	OFF	116201	110106	110106	110106	110106	OFF												
Duty #	Block	Routes	Report,Time	Pull,Out	Start,Time	Start,Place	End,Time	End,Place	Pull,In	Turn-In,Time	Sign,Out	Working,Pay	Make,Up	Spread,Time	Total,Pay					
110106	1006	10	451a	501a	522a	300 N SHORTRIDGE	115p	CTC E			125p	8h34	0h00	0h00	8h34					
116201	1601	16	412a	422a	447a	WILSON-WAL. MART GRNWD	935a	CTC T			935a	5h23	0h00	0h00	7h43					
	0807	8			1025a	CTC A	1240p	HARDING-WASH DOCK			1240p	2h20								
08_AM	3	OFF	106202	106202	106202	106202	106202	OFF												
Duty #	Block	Routes	Report,Time	Pull,Out	Start,Time	Start,Place	End,Time	End,Place	Pull,In	Turn-In,Time	Sign,Out	Working,Pay	Make,Up	Spread,Time	Total,Pay					
106202	0602	5/6	424a	434a	454a	SHERMAN-38TH	1025a	CTC B			1025a	6h01	0h00	0h00	7h51					
	0811	8			1225p	CTC M	210p	HARDING-WASH DOCK			210p	1h50								

Duties and Run Packages

- **10 hour packaged runs**
 - These are **duties** that are packaged together for a specific work week.
 - These duties typically have **four** approximately **ten-hour** working days and **three** days off built into the package

IndyGo									Pre-Bid Report		
Roster Set: WWASH Scenario: 3 Booking 2202 8/10 hr Roster (Wk 03 - Sat 02 - Sun 30) Final											
Roster	Position	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
10HR	83	OFF	OFF	115201	115201	115201	134201	OFF			
Duty #	Block	Routes	Report,Time	Pull,Out	Start,Time	Start,Place	End,Time	End,Place	Pull,In	Turn-in,T	
115201	1501	15	403a	413a	431a	34TH-MOLLER	1105a	CTC Q			
	3403	34			1245p	CTC O	305p	CTC O			
134201	3401	34	357a	407a	436a	ST VINCENT HOSP	1035a	CTC O			
	3701	37			1145a	CTC R	235p	CTC R			
Roster	Position	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
10HR	84	OFF	OFF	110201	110201	110201	124101	OFF			
Duty #	Block	Routes	Report,Time	Pull,Out	Start,Time	Start,Place	End,Time	End,Place	Pull,In	Turn-in,T	
110201	1001	10	404a	414a	436a	GATEWAY-HIGH SCHOOL RD	1055a	CTC E			
	5501	11/55			1200p	CTC O	250p	CTC O			
124101	2401	24	440a	450a	514a	AMERIPLEX	205p	CTC K			

Duties and Run Packages

- **8-hour Cafeteria runs**
 - These are **duties** that you can select individually to build your work week
 - These duties can **vary** on hours worked per day
 - These duties cannot exceed **five** selected duties
 - Off days are set at **two**
- **NOTE – Only one run can be broken in cafeteria style picks. For example, if you are selecting a run that has been broken one cannot break another duty to complete the bid selection**

IndyGo Pre-Bid Report Effective: 02/13/2022
 Roster Set: WWASH Scenario: 3 Booking 2202 8/10 hr Roster (Wk 03 - Sat 02 - Sun 30) Final Booking: 2202
 8HR Cafeteria final

Duty #	Block	Routes	Report Time	Pull Out	Start Time	Start Place	End Time	End Place	Pull In	Turn-In Time	Sign Out	Make Up	Working Pay	Spread Time	Total Pay
102204	0204 1906	2/21 19	530a	540a	600a 1245p	WESTERN SELECT CTC F	1035a 305p	CTC Q CTC F			1035a 315p	0h00	5h05 2h45	0h00	7h50
103103	0303	3	453a	503a	527a	STAUGHTON-ARLINGTON	125p	CTC K			135p	0h00	8h42	0h00	8h42
103106	0306	3	523a	533a	557a	STAUGHTON-ARLINGTON	155p	CTC K			205p	0h00	8h42	0h00	8h42
103307	0304	3			1040a	CTC B	642p	STAUGHTON-ARLINGTON	704p	5	709p	0h00	8h44	0h00	8h44
103509	0303	3			125p	CTC K	943p	MICKLEY-ROCKVILLE	959p	5	1004p	0h00	8h54	0h00	8h54
104403	0402 1907	4 19			1015a 345p	CTC P CTC F	205p 711p	CTC P 75TH-SHADELAND			205p 741p	0h00	4h15 4h11	0h00	8h26
104505	0402	4			215p	CTC P	1000p	CTC P	1009p	5	1014p	0h00	8h24	0h00	8h24

Duties and Run Packages

- **Breaking in Cafeteria Style Selections**

The following would not be allowed as it breaks open two sets of duties:

One cannot pick duty 126103 on Monday, Thursday, and Friday and then pick duty 110102 for Tuesday and Wednesday- this would be breaking two duties

The following would be acceptable as one could break one set of duties:

One can select duty 110102 for Tuesday, Wednesday, Thursday, and Friday and then select 110203 that shows open on Monday

Duties and Run Packages

- **Extra Board Selections**
 - To select the Extra Board, look for the Extra Board sheet in the South Lounge
 - You can only choose available days off when making your Extra Board selections
 - When the available sheet is full, no more selections can be made for the Extra Board
 - Do NOT mark on the sheet in the South Lounge
 - Enter your Extra Board Selections on your Bid Sheet

Eff: 2019/02/10				
EXTRA BOARD				
	<u>Operator's name</u>	<u>Operator ID#</u>	<u>Mailbox #</u>	<u>Days Off</u>
1				
2				
3				

Duties and Run Packages

- **Vacation Board Selections**
 - To select the Vacation Board, look for the Vacation Board sheet in the South Lounge
 - When the available sheet is full, no more selections can be made for the Vacation Board
 - Do NOT mark on the sheet in the South Lounge
 - Enter your Vacation Board Selections on your Bid Sheet

Eff: 2019/02/10			
VACATION BOARD			
	Operator's name	Operator ID#	Mailbox #
1			
2			
3			
4			

Deciphering the Code

Reading the Pre-Bid Sheets

IndyGo Pre-Bid Report Effective: 02/13/2022
 Roster Set: WWASH Scenario: 3 Booking 2202 8/10 hr Roster (Wk 03 - Sat 02 - Sun 30) Final Booking: 2202
 8HR Cafeteria final

Duty #	Block	Routes	Report Time	Pull Out	Start Time	Start Place	End Time	End Place	Pull In	Turn-In Time	Sign Out	Make Up	Working Pay	Spread Time	Total Pay
102204	0204 1906	2/21 19	530a	540a	600a 1245p	WESTERN SELECT CTC F	1035a 305p	CTC Q CTC F			1035a 315p	0h00	5h05 2h45	0h00	7h50
103103	0303	3	453a	503a	527a	STAUGHTON-ARLINGTON	125p	CTC K			135p	0h00	8h42	0h00	8h42
103106	0306	3	523a	533a	557a	STAUGHTON-ARLINGTON	155p	CTC K			205p	0h00	8h42	0h00	8h42
103307	0304	3			1040a	CTC B	642p	STAUGHTON-ARLINGTON	704p	5	709p	0h00	8h44	0h00	8h44
103509	0303	3			125p	CTC K	943p	MICKLEY-ROCKVILLE	959p	5	1004p	0h00	8h54	0h00	8h54
104403	0402 1907	4 19			1015a 345p	CTC P CTC F	205p 711p	CTC P 75TH-SHADELAND			205p 741p	0h00	4h15 4h11	0h00	8h26
104505	0402	4			215p	CTC P	1000p	CTC P	1009p	5	1014p	0h00	8h24	0h00	8h24

Let's use this duty as an example!

Deciphering the Code

Breaking it down

IndyGo Pre-Bid Report Effective: 02/13/2022
Roster Set: WWASH Scenario: 3 Booking 2202 8/10 hr Roster (Wk 03 - Sat 02 - Sun 30) Final Booking: 2202
8HR Cafeteria final

Duty #	Block	Routes	Report Time	Pull Out	Start Time	Start Place	End Time	End Place	Pull In	Turn-In Time	Sign Out	Make Up	Working Pay	Spread Time	Total Pay
102204	0204	2/21	530a	540a	600a	WESTERN SELECT	1035a	CTC Q			1035a	0h00	5h05	0h00	7h50
	1906	19			1245p	CTC F	305p	CTC F			315p		2h45		

Based on the duty # we know this 8-hour Cafeteria style duty is a Weekday run, on the Route 2, it is a split early, and the Service Center bill out sequence is 4

The Blocks are 0204 and 1906 which include trips on the Route 2, 21, & 19

The report time is 5:30 am and the first part of the split ends at CTC Bay Q at 10:35 am

The second piece begins at CTC Bay F at 12:45 pm and ends at CTC Bay F at 3:05 pm

Sign-out time is paid in a ten-minute travel time

The run pays 7 hours and 50 minutes*

*NOTE- All full time runs pay a minimum of forty (40) hours calculated at the end of the work week



Deciphering the Code

Roster	Position	Sun	Mon	Tue	Wed	Thu	Fri	Sat									
UBR	113	OFF	OFF	137512	137512	137512	126506	OFF									
Duty#	Block	Routes	Report,Time	Pull,Out	Start,Time	Start,Place	End,Time	End,Place	Pull,In	Turn-in,Time	Sign,Out	Working,Pay	Make,Up	Spread,Time	Total,Pay		
126506	2607	26	130p	140p	215p	KEYSTONE AT THE CROSSING	1033p	KEYSTONE AT THE CROSSING	1108p	5	1113p	9h43	0h00	0h00	9h43		
137512	3701	37/10			245p	CTC R	1215x	CRANSTON-WELCOME WAY	1240x	5	1245x	10h25	0h00	0h00	10h25		

Based on this position's duty #'s we know this 10-hour Packaged style duty has Weekday runs. On Tuesday, Wednesday, & Thursday it is on the Route 37, it is a straight late.

The Block is 3701 which includes trips on the Routes 37 & 10

The report time is 2:45 pm at CTC Bay R and ends at 12:15 am at Cranston-Welcome Way

There is a paid 25-minute travel time and a paid five (5) minute sign out time at the Garage

On Friday, this package is on the Route 26, a straight late.

The Block is 2607 which only has trips on the Route 26

The report time is 1:30 pm, pulls out of the Garage at 1:40 pm and deadheads to it's start location at Keystone at the Crossing to begin revenue service at 2:15 pm

The route ends at Keystone at the Crossing and deadheads back to the Garage at 12:40 am

There is a paid 35-minute travel time and a paid five (5) minute sign off at the Garage

***NOTE- All full time runs pay a minimum of forty (40) hours calculated at the end of the work week**



Completed Bid Sheet

Now that you have selected your runs

- Enter a valid phone number on the Bid Sheet and sign it
- Turn the form in to the Service Center before the specified time on the Bid Sheet

NOTE- The Service Center cannot make copies If you would like a copy of your Bid Sheet, take a picture of it with your cell phone

- If you do not turn your Bid Sheet in before the specified time the ATU Local 1070 representative will make selections for you



- Your Bid Sheet is Date/Time Stamped by the Service Center Clerk
- The clerk places your Bid Sheet in the designated area for collection
- Your Bid Sheet is collected by Bid personnel and delivered to the Pick Room

Completed Bid Sheet

- All Bid Sheets are sorted in seniority order – highest seniority first
- Your Bid Sheet is validated by the Pick Team
 - Invalid or Valid?

Here, we'll look at examples of a [Valid Bid Sheet](#) & [Invalid Bid Sheets](#)

Completed Bid Sheet



PICK 2202
 Badge: ###
 Seniority: 000
 Locker: 001

Bus Driver Name, you are scheduled to submit your run selection on **TUESDAY, 2/1/2022**. Your document must be completed with **TEN DUTY CHOICES**. If you are unsure of your desired days off at the time of submission, please include 2 additional days off choices. Your submission time is **8:00-00 AM**.
If you choose the Extra Board as a choice, FOUR DAY-OFF CHOICES ARE REQUIRED. If the Vacation or Extra Board has closed, it **must** be the #1 choice on your pick sheet to be considered if a position becomes available.

Please read this completely, Section 3B (C) The Union Representative shall pick for operators on leave of absence for reasons of sickness or other cause if they have failed to leave a choice. Where the Union Representative picks a run for an Operator who has failed to leave a choice or unduly held up the pick, they will attempt to secure the same run and day off held by that operator during the previous selection. Failing in this, he/she will select a run in the same classification and approximately the previous hour for reporting for work and the total amount of time in the run

CHOICE	SUN	MON	TUE	WED	THU	FRI	SAT
1	Off	139101	139101	139101	139101	139101	Off
2	Off	Pos #85					Off
3	Off	Off	Pos #127				Off
4	Off	Extra Board					Off
5	Off	Off	Extra Board				
6	Extra Board	Off	Off				
7	Extra Board					Off	Off
8	339101	139101	139101	139101	139101	Off	Off
9	Off	Off	138101	138101	138101	138101	238101
10			Vacation Board				

Here's an example of a Valid Bid Sheet



If the Extra Board is your awarded choice, please remember to fill out a 13 % sheet before the upcoming pick effective date.

Is your personal information correct? Have you changed your phone number since the last run selection?

Valid phone number _____

If you are submitting your choices before your scheduled time, please include **10** choices and submit your pick sheet to the Service Center. If you do make **10** choices and your choices are unavailable, the union will pick for you. **No phone calls will be made.**

Signature: _____

OFFICE USE ONLY: Operator selected assignments yes no/ Information entered in system date _____ time _____



Completed Bid Sheet



PICK 2202
 Badge: #####
 Seniority: 000
 Locker: 001

Bus Driver Name, you are scheduled to submit your run selection on **TUESDAY, 2/1/2022**. Your document must be completed with **TEN DUTY CHOICES**. If you are unsure of your desired days off at the time of submission, please include 2 additional days off choices. Your submission time is **8:00:00 AM**.
If you choose the Extra Board as a choice, FOUR DAY-OFF CHOICES ARE REQUIRED. If the Vacation or Extra Board has closed, it **must** be the #1 choice on your pick sheet to be considered if a position becomes available. ¶

Please read this completely, Section 38 (C) The Union Representative shall pick for operators on leave of absence for reasons of sickness or other cause if they have failed to leave a choice. Where the Union Representative picks a run for an Operator who has failed to leave a choice or unduly held up the pick, they will attempt to secure the same run and day off held by that operator during the previous selection. Failing in this, he/she will select a run in the same classification and approximately the previous hour for reporting for work and the total amount of time in the run

CHOICE	SUN	MON	TUE	WED	THU	FRI	SAT
1		3901					
2		3701					
3		13810					
4	OFF	EXTRABOARD					OFF
5	OFF	EXTRABOARD					OFF
6	OFF	EXTRABOARD					OFF
7	OFF	EXTRABOARD					OFF
8	OFF	EXTRABOARD					OFF
9	OFF	EXTRABOARD					OFF
10	OFF	EXTRABOARD					OFF

If the Extra Board is your awarded choice, please remember to fill out a 13 ½ sheet before the upcoming pick effective date.

Is your personal information correct? Have you changed your phone number since the last run selection?

Valid phone number _____

If you are submitting your choices before your scheduled time, please include **10** choices and submit your pick sheet to the Service Center. If you do make **10** choices and your choices are unavailable, the union will pick for you. **No phone calls will be made.**

Signature: _____

OFFICE USE ONLY: Operator selected assignments yes no/ Information entered in system date _____ time _____



Here's an example of an Invalid Bid Sheet



Completed Bid Sheet



PICK 2202
 Badge: #####
 Seniority: 000
 Locker: 001

Bus Driver Name, you are scheduled to submit your run selection on **TUESDAY, 2/1/2022**. Your document must be completed with **TEN DUTY CHOICES**. If you are unsure of your desired days off at the time of submission, please include 2 additional days off choices. Your submission time is **8:00:00 AM**.
If you choose the Extra Board as a choice, FOUR DAY-OFF CHOICES ARE REQUIRED. If the Vacation or Extra Board has closed, it **must** be the #1 choice on your pick sheet to be considered if a position becomes available.

Please read this completely, Section 38 (C) The Union Representative shall pick for operators on leave of absence for reasons of sickness or other cause if they have failed to leave a choice. Where the Union Representative picks a run for an Operator who has failed to leave a choice or unduly held up the pick, they will attempt to secure the same run and day off held by that operator during the previous selection. Failing in this, he/she will select a run in the same classification and approximately the previous hour for reporting for work and the total amount of time in the run

CHOICE	SUN	MON	TUE	WED	THU	FRI	SAT
1	Off	139101	139101	139101	139101	139101	Off
2	Off	Pos #85					Off
3	Off	Off	Position #127				Off
4	OFF	EXTRABOARD					OFF
5							
6							
7							
8							
9							
10							

If the Extra Board is your awarded choice, please remember to fill out a 13 1/2 sheet before the upcoming pick effective date.

Is your personal information correct? Have you changed your phone number since the last run selection?

Valid phone number _____

If you are submitting your choices before your scheduled time, please include **10** choices and submit your pick sheet to the Service Center. If you do make **10** choices and your choices are unavailable, the union will pick for you. **No phone calls will be made.**

Here's another example of an Invalid Bid Sheet



Completed Bid Sheet

- Were you able to spot the differences?
 - The Invalid Bid Sheets were missing complete duty, or run, information
 - Only one day, Monday, was chosen as a workday
 - The first three selections did not choose an off day
 - Examples 4- 10 are all the same
 - You **must** list **ten different** selections
 - One of the Invalid Bid Sheets did not have enough selections
 - All Valid Bid Sheets **MUST** have **ten different selections**
- When Bid Sheets are invalid, ATU Local 1070 will select duties for you based on your current duties, if available

The Bid/Pick Room

- In the Bid/Pick Room
 - If your valid selections are available, they will be awarded to you
 - If your selections are valid; but not available, the ATU Local 1070 representative will reach out to you to advise of available runs*
 - *NOTE the importance of entering a valid telephone number
 - Once your Bid Sheet with awarded selections is complete the Bid Supervisor will enter the information into HASTUS
 - The Bid Clerk will note the selection(s) as unavailable on the Pre-Bid Sheets in the South Lounge

After Selection Award

- After the selection
 - Once your selections have been awarded a copy of Bid Sheet will be returned to your locker with the awarded selection(s) circled
 - No later than the Friday before the new Bid takes effect, a printed copy of your Driver Timecards will be placed in your locker
 - Your Driver Timecards will also be available to view on HASTUS Self Service **after 2:00 pm on the Saturday** before the Bid takes effect

After Selection Award

- Here is an example of a returned Bid Sheet

IndyGoSM

PICK 2202
 Badge: [REDACTED]
 Seniority: [REDACTED]
 Locker: [REDACTED]

[REDACTED], you are scheduled to submit your run selection on **MONDAY, 1/31/2022**. Your document must be completed with **TEN DUTY CHOICES**. If you are unsure of your desired days off at the time of submission, please include 2 additional days off choices. Your submission time is **10:00:00 AM**.
If you choose the Extra Board as a choice, FOUR DAY-OFF CHOICES ARE REQUIRED. If the Vacation or Extra Board has closed, it **must** be the #1 choice on your pick sheet to be considered if a position becomes available.

Please read this completely, Section 38 (C) The Union Representative shall pick for operators on leave of absence for reasons of sickness or other cause if they have failed to leave a choice. Where the Union Representative picks a run for an Operator who has failed to leave a choice or unduly held up the pick, they will attempt to secure the same run and day off held by that operator during the previous selection. Failing in this, he/she will select a run in the same classification and approximately the previous hour for reporting for work and the total amount of time in the run

CHOICE	SUN	MON	TUE	WED	THU	FRI	SAT
1	—	137101	137101	137101	127101	127101	—
2	—	128101	128101	128101	128101	128101	—
3	—	128102	128102	128102	128102	128102	—
4	—	190104	190104	190104	190104	190104	—
5	—	103103	103103	103103	103103	103103	—
6	—	Pos 3	—				
7	—	Pos 7	7	7	7	7	—
8	—	9	9	9	9	9	—
9	—	12	12	12	12	12	—
10	—	112	112	112	112	112	—

If the Extra Board is your awarded choice, please remember to fill out a 13 1/2 sheet before the upcoming pick effective date.

Is your personal information correct? Have you changed your phone number since the last run selection?

Valid phone number [REDACTED]

If you are submitting your choices before your scheduled time, please include **10** choices and submit your pick sheet to the Service Center. If you do make **10** choices and your choices are unavailable, the union will pick for you. **No phone calls will be made.**

Signature: [REDACTED]

OFFICE USE ONLY: Operator selected assignments yes no/ Information entered in system date _____ time _____



Questions / Comments?

