

Trade Union Duty Checking Guide – January 2024

Double Deck

A B C D E F G H I J K L

Lothian Buses Duties Effective: 22/04/2019
 Crew schedule: cenEM Saturday Scenario: 0 22 April 2019 - Easter Monday Booking: 1811

Duty	Poss. Routes	Pce block or activity L...	Start TI...	Start	From	End	To	Driving	paid mea...	End Time	Spread
6501	16 31	111 172	3:56	4:11 7:40	cen nb5	6:38 11:52	er2 nb4	6h39	0h43	11:52	7h56
6502	37 67	201 273	4:00	4:15 7:45	cen cen	6:44 11:49	nb5 hand2	6h42	0h42	11:49	7h49
6503	44 31	261 180	4:23	4:38 8:06	cen cen	7:11 12:32	leop1 nb4	6h59	0h39	12:32	8h09
6504	7 14	1 99	4:26	4:41 9:48	cen cen	8:53 11:54	er4 er1	6h18	0h40	11:54	7h28
6505	37 44	202 265	4:30	4:45 8:56	cen cen	7:53 12:15	nb5 leop1	6h27	0h39	12:15	7h45
6506	37 10	203 41	4:30	4:45 8:31	cen er2	7:30 12:03	nb5 er1	6h26	0h47	12:03	7h33
6507	16 47	112 222	4:36	4:51 8:38	cen ghar	7:39 11:54	er2 ghar	6h36	0h39	12:11	7h35
6508	27 14	131 96	4:39	4:54 9:48	cen er1	8:50 12:24	can2 er1	6h32	0h40	12:24	7h45
6509	16 31	113 186	4:49	5:04 9:15	cen cen	8:17 12:18	er1 nb5	6h16	0h43	12:18	7h29
6510	31 10	171 49	4:49	5:04 9:50	cen cen	8:42 12:35	nb4 er2	6h23	0h44	12:35	7h46
6511	7 10 41	2 44 244	4:51	5:06 7:24 10:17	cen cen geob	6:51 9:15 12:37	er1 er1 geob	5h56	0h42	12:37	7h46
6512	8 37	21 206	4:52	5:07 9:12	cen nb4	8:14 12:38	bc1 nb4	6h33	0h39	12:38	7h46
6513	29 44	151 267	4:52	5:07 9:25	cen cen	8:20 12:39	nb3 leop1	6h27	0h41	12:39	7h47
6514	44 31	262 171	4:53	5:08 8:42	cen nb4	7:43 12:58	leop1 nb5	6h51	0h39	12:58	8h05
6515	16 37	114 210	4:56	5:11 9:32	cen cen	8:36 12:58	er2 nb4	6h51	0h41	12:58	8h02
6516	37 31	204 183	5:00	5:15 8:39	cen cen	7:32 13:12	nb4 nb4	6h50	0h43	13:12	8h12
6517	31 67	172 274	5:09	5:24 8:48	cen cen	7:40 12:49	nb5 hand2	6h17	0h44	12:49	7h40
6518	14 11	91 72	5:09	5:24 8:56	cen cen	8:01 12:54	er1 er1	6h35	0h40	12:54	7h45
6519	41 67 14	241 271 95	5:10	5:25 7:23 10:23	cen cen er4	6:34 9:29 12:56	geob cen er4	5h54	0h41	12:56	7h46
6520	27 27	132 136	5:12	5:27 10:42	cen can2	9:32 12:57	can2 can2	6h20	0h44	12:57	7h45
6521	14 27	92 131	5:13	5:28 8:50	cen can2	7:53 13:12	er4 can2	6h47	0h39	13:12	7h59
6522	47 27 11	221 133 65	5:19	5:34 8:13 10:24	cen can2 er1	7:27 9:22 13:04	ghar can1 er1	5h59	0h44	13:04	7h45
6523	37 41	205 247	5:19	5:34 9:09	cen cen	8:05 12:57	nb4 geob	6h19	0h40	12:57	7h38
6524	8 29	22 151	5:22	5:37 10:03	cen nb4	9:04 13:13	bc1 nb4	6h37	0h40	13:13	7h51

- A** **Duty number.** This is the unique number given to each duty.
- B** **Poss. Routes.** These are the possible routes covered by the running board in each part of the duty. Due to space constraints, not all routes may be shown.
- C** **Block or Activity.** This is the block number (running board) covered by each part of the duty. Every running board has a unique number. This column may also show other, non-driving activities, such as 'Availability', 'Task' or 'Floor'.
- D** **Start Time.** This is the time at which each duty commences, and the time at which a driver would be expected to have signed on for that duty by.
- E** **Start.** This is the time at which a relief for a piece of work is expected to take place. For duties that take a bus from the garage, this is the time the bus is due to leave the garage. On duties where the second or third piece is to take a bus out of the garage, the start time shown is still the time that the bus leaves the garage, but the time for checking a bus must be taken in to consideration before this.
- For example, the driver on duty 6515 takes a bus out of the garage at 09:32 for the second part of the duty. The break has been calculated as 0h41 by HASTUS, but the difference in times from 08:36 at er3 and 09:32 is 56 minutes. HASTUS has calculated the break by taking 56 minutes, minus 5 minutes travel time from er2 to cen for a break, then minus a further 10 minutes for checking the bus that will be taken out to cover 31/183.*
- F** **From.** This is the location of the relief at the start of the piece.
- G** **End.** This is the time at which a relief for a piece of work is expected to take place. For duties where the end place is a garage location, this is the time the bus is scheduled to be back in the garage.
- H** **To.** This is the location of the relief at the end of the piece.
- I** **Driving.** This is the cumulative amount of scheduled driving within each duty. This does not include sign-on/sign-off, travel to or from a relief point, or time spent on a break.
- J** **Paid Meal.** This is the amount of time scheduled for a paid meal break. This value is calculated automatically by HASTUS by taking the difference in times between two reliefs, minus any walking time that is given from a relief point to a canteen. *(This does not apply to all duty types, such as Single Deck)*
- For example, in duty 6501, the relief from the first part of the duty is at 06:38, and the next driver's next piece of work starts at 07:40. This gives 62 minutes between reliefs. The walking time from er2 to cen is (5 min) and the walking time from cen to nb5 is (14 min). $62 - (5+14) = 43$ minutes or 0h43.*
- K** **End Time.** This is the scheduled end time of a duty. For on street reliefs, the end time is the same as the time of the last relief in the duty. There may be some exceptions, where drivers may have to cash in (unlikely at this time).
- L** **Spread.** This value is calculated automatically by HASTUS and is the difference between the end Time and the start Time.

General Rules

DU5 (Double Deck 5 day)

This first thing that should be checked are spread lengths, and the number over 7h48. The current agreement is that not more than 40% of DU5 mainline double deck duties may exceed 7h48mins spread length. A hard rule has been set up in **HASTUS** so that when creating duties, **HASTUS** will consider anything with a 'DU5' duty type.

The maximum spread of a DU5 mainline double deck duty is 8h15. Some exceptions to this do exist, such as where drivers have volunteered to cover duties of a longer spread, or duties covering special services.

Walking times between relief points have been entered in to the 'Travel Matrix' in **HASTUS** and as such, will always be at the values found on 'My Lothian'. The values shown there will always be the most up to date version, so, there shouldn't be a need to check these.

Where reliefs occur at peak times, a greater travel time may have been given to give some buffer time, so that a few minutes of late running will not impact upon a driver's legally required meal break, or cause a delay to their next relief.

Another hard rule set up in **HASTUS** limits duty driving time in any part of the duty to 4h50. This can be one block of driving, or more than one piece if a join-up on to another bus is included. This can be checked as part of the checking process.

The minimum scheduled relief is set at 0h40, although exceptions are present for things like staff bus etc. (although in these cases, the legal minimum of 0h30 will apply)

DU4 (Double Deck 4 day)

The current agreement is that DU4 duties should not exceed 10h30 in length. A hard rule has been set up in **HASTUS** so that when creating duties this will stop anything being created beyond this spread.

Walking times between relief points have been entered in to the 'Travel Matrix' in **HASTUS** and as such, will always be the values found on 'My Lothian'. The values shown there will always be the most up to date version, so, there shouldn't be a need to check these.

Where reliefs occur at peak times, a greater travel time may have been given to give some buffer time, so that a few minutes of late running will not impact upon a driver's legally required meal break, or cause a delay to their next relief.

Another hard rule set up in **HASTUS** limits duty driving time in any part of the duty to 5h00. This can be one block of driving, or more than one piece if a join-up on to another bus is included. This can be checked as part of the checking process.

The minimum scheduled relief is set at 0h40.

SD work can be included in DU duties.

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Single Deck

A B C

Lothian Buses			Duties										Effective: 22/04/2019	
Crew schedule: cenEM Saturday			Scenario: 0 22 April 2019 - Easter Monday										Booking: 1811	
Duty	Poss. Routes	Pce block or activity t...	Start TI...	Start	From	End	To	End Time	Spread	Paid	dty_bus_d...	du_work...		
4151	1 24	285 292	7:41	7:51 13:36	cen fred2	12:39 16:35	leop2 cen	18:40	10h59	10h02	9h47	10h02		
4152	1 24	283 295	8:17	8:28 13:56	leop2 fred2	12:29 19:09	leop3 fred2	19:09	10h52	9h25	9h14	9h25		
4153	24 24	292 296	8:19	8:39 14:48	fred2 fred1	13:36 19:40	fred2 cen	19:45	11h26	10h14	9h49	10h14		
4154	1 24 24	287 297 293	8:21	8:31 14:08 17:16	cen fred1 fred2	13:09 16:48 19:30	leop2 fred1 cen	19:35	11h14	9h47	9h32	9h47		
4155	43 1 43	301 286 305	8:35	8:53 11:59 15:28	sas4 leop3 sas4	11:08 14:39 20:00	sas4 leop2 sas4	20:00	11h25	9h45	9h27	9h45		
4156	24 24 24	295 293 294	8:58	9:08 14:36 18:16	cen fred2 fred2	13:56 17:16 20:38	fred2 fred2 fred2	20:38	11h40	10h00	9h50	10h00		
4157	43 24	302 298	9:05	9:23 15:48	sas4 fred1	14:08 20:49	sas4 fred1	20:49	11h44	10h04	9h46	10h04		
4158	24 24 43	296 294 303	9:37	9:47 15:36 19:05	cen fred2 sas4	14:48 16:16 21:07	fred1 fred2 sas4	21:07	11h30	9h53	9h43	9h53		
4159	24 24 43	297 291 304	10:08	10:18 14:56 17:28	cen fred2 sas4	14:08 16:28 21:45	fred1 fred1 cen	21:50	11h42	9h54	9h39	9h54		
4160	1 1 43	283 287 305	12:18	12:29 17:40 20:00	leop3 leop2 sas4	16:59 19:00 24:03	leop3 cen cen	24:08	11h50	10h14	9h53	10h14		
4161	24 24 1	294 291 288	12:36	12:56 16:28 19:52	fred2 fred1 leop3	15:36 18:44 24:03	fred2 cen cen	24:08	11h32	9h37	9h07	9h37		
4162	1 24 24	288 297 296	12:48	12:59 16:48 20:49	leop3 fred1 fred1	15:39 20:08 24:33	leop2 fred2 cen	24:38	11h50	10h00	9h44	10h00		
4163	43 1 1	305 289 283	12:50	13:08 16:14 19:44	sas4 leop3 leop2	15:28 18:48 24:39	sas4 cen cen	24:44	11h54	10h17	9h49	10h17		
4164	1 24	287 295	12:58	13:09 19:09	leop2 fred2	17:40 24:03	leop2 cen	24:08	11h10	9h41	9h25	9h41		
4891	N22 1 43	343 282 304	23:39	23:49 5:46 8:23	cen cen sas4	4:38 7:38 10:28	cen leop2 sas4	10:28	10h49	9h06	8h46	9h06		
4892	N22 43 1	344 304 284	23:42	23:52 6:27 8:59	cen cen leop3	5:14 8:23 11:39	cen sas4 leop2	11:39	11h57	10h23	9h58	10h23		
4893	N30 1 1	341 283 289	23:49	23:59 6:21 9:36	cen cen cen	5:08 8:28 11:44	cen leop2 leop3	11:44	11h55	9h49	9h24	9h49		
4894	N22 24 6	345 291 290	23:50	0:00 5:52 10:14	cen cen hano2	4:43 9:48 11:14	cen fred2 hano2	11:14	11h24	9h59	9h39	9h59		
4895	N22 24 1	346 292 282	0:04	0:14 6:01 9:39	cen cen leop2	4:44 8:39 11:54	cen fred2 leop2	11:54	11h50	9h43	9h23	9h43		
4896	N30 43 1	342 302 286	0:11	0:21 5:27 10:09	cen cen leop2	4:33 9:23 11:59	cen sas4 leop3	11:59	11h48	10h23	9h58	10h23		

General Rules – Single Deck

Single Deck duties are laid out very similarly to Double Deck duties when printed from **HASTUS**.

There are however a few key differences to note between the two.

- A** ***Paid time.*** Unlike Double Deck duties, which are paid from Start to End, single deck duties only pay 'working time' and travel time. Single Deck duties can have up to two unpaid breaks. If the duty has 4 parts, and by default 3 breaks, then the shortest of the 3 breaks will be paid.
- B** ***Duty Bus Driving.*** This is the cumulative time scheduled 'behind the wheel', and does not include any sign-on/off time. This value should not exceed 9h30. **HASTUS** will not create duties with a scheduled driving time of over these hours as this is set as a hard rule.
- C** ***Duty Working Time.*** This value is calculated by **HASTUS** by adding Sign-on/off time, travel time, driving time and any time spent on Availability.

Note that on single deck duties, the maximum piece length can go up to 5h30. **HASTUS** will include any sign-on/off time as part of this 5h30, and any walking or shuttle van time to the relief point at the start of the duty.

On SD4 duties, the maximum spreadover is 12h00. On SD5 duties, the maximum spreadover is 9h15.

Rotas

Rotas will generally be garage specific, but at the current time, all locations have DU and SD rotas of varying types.

DU5 Mainline

This rota will have a long weekend every five weeks, although this may be a shorter period at the end of a rota, to accommodate the number of lines available. There will be two days off per week. There is no set rota pattern.

There is no guarantee for 'buckshee' weekends, although depending on the needs of the business, any additional weekend days off will be paired together if possible. There is no guarantee on midweek days off being together, although, dependent on the needs of the business, they will be paired, if possible.

The company has undertaken to specify no more than seven consecutive days 'on', between days off, unless arranged locally between the union and the relevant Schedules Officer.

All lines will contain at least one scheduled 'RD' (Rest Day) overtime day, but these won't be allocated to a Sunday or Saturday.

Generally, rota lines will follow a late/early rotating pattern. The definition of an early/late shift is dependent on the needs of the business, with an understanding that an early shift should not finish later than 1800hrs. Where possible, and to suit the requirements of the business, consecutive weeks of 'late' late duty lines will be avoided.

The maximum scheduled week will not exceed 41h15 (5 x 8h15 shifts). Overtime, late time, duty swaps etc., do not count towards the maximum week.

The company will undertake where possible, to achieve a 'turnaround time' between duties of not less than 10h00. If this is not possible, the legal minimum is 10h00, that can be varied to a minimum of 8h30 no more than three times per week.

'SP' will not be allocated to this rota.

DU4 Mainline

The rota is built in a five week pattern as shown:

Line	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	DO	DO	DO				
2	DO			DO	DO		
3			DO	DO			DO
4	DO	DO				DO	
5					DO	DO	DO

This day off pattern is guaranteed. 'RD's are not allocated to this rota. Drivers are guaranteed a minimum 39h00 week.

There is no set pattern of early/late lines for this rota, although where possible, duties of a similar style will be grouped together. Split weeks may occur. There is no distinction between an early and late duty for start/finish times.

Scheduled turnaround between duties is guaranteed at 10h00.

'SP' may be allocated to this rota, and on these days, drivers should consult the spare sheet, or desk staff, for advice.

Any DU5 Backshift or Nightshift rota, will follow the same principles.

M-F Splits

This rota will only have duties allocated on Monday to Friday, generally organised into alternating weeks of early/late finishes. No 'RD's will be allocated to this rota.

Loyalty

This rota will follow the same principles as DU5 Mainline, although the Loyalty agreement times of 0600 to 2000 hours will apply. Locally, earlier duties may be inserted, as negotiated.

Part Time

Part Time rotas will mirror the DU5 mainline, with a mixture of early, mids and late duties. They should have four day off spaces per week. They are guaranteed a long weekend every five weeks. No 'RD' will be allocated to this rota.

Backshift

On DU5 Backshift rotas, these will generally be arranged to be in blocks of four, allowing for a long weekend every four weeks. This is to compensate for working every other Sunday within the rota, and that no 'buckshee' weekends are allocated.

There are no guaranteed start times on this rota, although generally, they will be allocated the duties with the latest start times.

Fixed & Speciality Rotas

Rotas for 'fixed' and other speciality rotas will be based on agreements reached between the garage management teams and the individuals concerned. There may have been input from the relevant union stewards, and duties allocated should not be suggested for change, without consulting the relevant Schedules Officer.

Other special rotas, such as Airlink, Union, Gate etc. will also be similarly fixed.

SD Rotas

Overall, SD rotas follow a similar pattern to their DU equivalent, although no 'RD's' are allocated.

There is no agreement to early/late weeks, and a degree of flexibility is practiced. Where possible, and to meet the needs of the business, the Schedules team will try and group duties into early/lates, although there is a higher degree of 'split' weeks, in order to give the longest amount of turnaround time between duties.

There is no distinction between early or late duties for these rotas.

There is no day off pattern for either rota, although where possible, the Schedules Officer will allocate a long weekend at least, every five weeks.

Time off for Checking

Generally, for Central, two days are allowed for checking duties, and two days for rotas. At Longstone and Marine, three days in total are allowed for checking both.

For public holiday duties, this is generally one day.

Dates for checking will be agreed between the Schedules Manager, relevant General Manager and participating Trade Union Representative, with reference to that laid out in the Schedules Procedure.

The above information is intended as a guide, it is expected that the company and the union will act reasonably within this guidance i.e. if more or less time is required, then discussions will take place between the relevant rep and the General Manager, in order to ensure that this process is completed in a productive and fair manner.

This document is not exhaustive, and does not override any company agreement. Further information is contained in the Schedules Policy and Schedules Procedure, which can be downloaded from the 'My Lothian' page, or copies can be obtained from any General Manager or any member of the Schedules team.

Neil Hudson
Schedules Manager
January 2024