



The Met.

... that unauthorised persons are not permitted to
property.

DEPOT DUTIES AND RESPONSIBILITIES

Operations Officers, as Officers of the Corporation, must at all times set a high standard in personal appearance and neatness. They must deal courteously but firmly with the employees under their control, and assist the Depot Manager in maintaining a high standard of discipline.

In the absence of the Depot Manager, they must assume responsibility for the maintaining of discipline on the Depot property, and are in charge of the traffic staff, subject to the instructions of the District Operations Officer.

Operations Officers will exercise strict supervision over all persons entering the Depot, and see that unauthorised persons are not permitted to remain on the Depot property.

OPERATIONS OFFICERS - OFFICE PROCEDURES

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DEPOT OFFICE PROCEDURE

TRAFFIC ADJUSTMENT

Trams/buses brought into depot for adjustment (T/A) need -

- . Despatch Book - Alteration to hours run.
- " to car now on Run No.
- Run-in Board - Altered
- . Stock Board - Altered.
- . Run a line through the original entry in the Despatch Book.

TURN BACKS

Operations Officers need -

- . Despatch Book - Alteration to hours run. Show as T/A.
- . Lost Mileage - Each turn-back noted - reason for same - mileage lost
- . Run-in Board - Altered.
- . Run a line through original entry in the Despatch Book.

BLOCK CARS

Late running adjusted by a car leaving terminus on time - meeting oncoming late tram/bus - crews change - back to terminus for next Run. Show in Despatch Book as B/C. Run line through original entry. Needs -

- . Block Card - Made out and handed to driver of Block tram/bus with clear instructions on operation and procedure.
- . Despatch Book - All entered in SEPARATE column, and marked B/C.
- . Run-in - Altered.
- . Stock Board - Altered.
- . Missed Shift - Entry made to show duties of crew manning the Block Car, time absent from depot.
- . Lost Mileage - Show entry of Block Car - number of spare Block Car Run Card - Time from and to - How many trams/buses were blocked, or if no trams/buses blocked - minutes late of Runs blocked, and reason for.

CHANGE-OVERS

This term, used only if tram/bus is defective (otherwise treat as Traffic Adjustment - T/A - see above), needs -

- . Change-over Book - Showing time of call, then as procedure.
- . Despatch Book - Alteration to hours run - run line through original entry, and show as C/O.
- . Stock Board - Altered.
- . Run-in Board - Altered.
- . Matters for Attention Book - Enter as procedure.

DEPOT OFFICE PROCEDURE (cont'd)AMENDED TIMES

Generally used over holiday periods. Show as A/T. If quite a few Runs are altered, a Special Block is used, same with Despatch Book Sheet, Run-in - out Board, and Stand-by Board.

NOT RUN

Normally caused through shortage of staff. Show as N/R in Despatch Book, running a line through the original entry. Needs -

- . Despatch Book - Entry made to show that this Run as depicted is Not Run (N/R) - unless special sheet is being used - see above. Then in separate column, show new times of running.
- . Run-out - Altered so that depot run-out is not blocked - if necessary, car has to be moved.
- . Lost Mileage - Entry made - reason, e.g., staff shortage.
- . Missed Shift - Entry made - not run. Again, the latter two items need not be done if a Special Block is being used.

SPECIALS

To schools, Market, football, etc. Needs -

- . Despatch Book - Enter hours run under heading - "Specials".
- . Run-out - Make sure trams/buses are not locked in when needed.
- . Missed Shift - Enter crews doing same - time away from depot - what they are doing.

CUT IN CAR

Used to relieve heavily congested loading - or in depot where a Block Car is not used. Also to relieve progressive late running. Shown as C/I in Despatch Book, needs -

- . Despatch Book - Show hours run.
- . Missed Shift - Show crew being used, reason, time out/in.
- . Stock Board - Alter.

TRANSPORT CARS

Crews running from depot to depot, sometimes as "Special", sometimes in service. Method used to move trams/buses from one depot to another for vehicle stock reasons.

- . Despatch Book - Show hours run. Enter as "Transport".
- . Missed Shift - Show crew used - reason - time out/in.
- . Stock Board - Remember to remove.
- . Matters for Attention Book - Enter as transport - the next Depot Officer might spend valuable time looking for this tram/bus.

DEPOT OFFICE PROCEDURE (cont'd)SERVICE CUTS

Temporary - caused by staff shortage, needs -

Special Block used, with Despatch sheet, or, if only a few, needs -

- . Despatch Book - Line run through normal times, new times on new runs (sometimes one or more are amalgamated) shown under column headed "CUTS".
- . Run-out/in Board - Make temporary alterations with a Stabilo pencil.
- . Stand-by Boards - Alter as required, again with a Stabilo pencil.