

Memo



To: Distribution
From: Mollie H. Jones, Operations Manager
CC: Patty Snell, UTU General Chair
Date: 5-27-2010
Re: Boeing Services

Effective with this next bid (June 12), we will be housing the various Boeing Service vehicles in Everett. The report site will become that location – see the bid sheet for which services report in Everett.

We have attempted to address all the issues but if you know of something that has not been addressed, please bring it to our attention so we can discuss and decide what action may be required.

- GLS vehicles will be parked at Bomarc – Building 40-80.
- Employee vehicles can park at that same location during the time they are in service.
- Fuel cards will/can be issued to bid drivers or those doing the service.
- CFN & Pacific Pride stations are available 24-7 and have both diesel and gasoline.
- Full size vehicles will be configured for Outside 1 and 2 so they can become BTC coaches on the weekend when additional coaches are often needed.
- A rotation pattern of vehicles will be done when routine maintenance is required by the Shop.
- Your daily paperwork can be sent with the ES driver or dropped off once a week. We will make sure that Accounting, Shop and Safety are aware of who is on the services. All paperwork must still be completed (VIR's, trips sheets, passenger counts, logs, etc.).
- The bid reflects the new hours of service which include extended time (1/2 hour) for pre-trip and fueling and 15 minutes for post trip and paperwork.
- General cleanliness of the vehicles is the driver's responsibility and should be done on a per-shift basis so the person taking over your vehicle can start out with a tidy vehicle.
- Exterior washing will be decided on based on need, weather and availability of services.
- Flat tires will be outsourced to a local vendor (such as Les Swab)
- Journey Lines or other vendors will assist with minor issues such as jumps, marker lights, etc.
- Drivers will be required to call into Operations PTT phone at the time of reporting to their vehicle so we know you are there and the vehicle is operable.
- You can provide Dispatch with an email and we can send your work tickets or if you are a bid driver they can be provided in advance.

We recognize this is a major change to what everyone is use to and will require all of us working together to ensure the customer is taken care of in the proper manner. If you have questions, let us know. Thank you.