



Greyhound Extraboard Bid Days Off Process

Greyhound extraboard drivers at locations with ten or more extraboard drivers will have the opportunity to bid for scheduled days off.

General Bidding is not affected. Extraboard Bidding is now accessible using your smartphone, personal computer (pc), laptop, or tablet.

EXTRABOARD BID DAYS OFF (EBBDO) PROCESS



EXTRABOARD BID DAYS OFF (EBBDO) GENERAL RULES

- Bidding will be done through the **Driver Ops Portal**, *NOT* the Driver Screens.
- If you were awarded an Extraboard spot during the general bid awards, you **MUST** bid during the "Extraboard Bid Days Off bidding period" if you want bid days off.
- Following the "Extraboard Bid Days Off" bidding period, when employees are added to the Extraboard, the system will generate a 7 and 1 cycle. This will include new hires, rehires, an employee returning from leave, reinstatements and other drivers who displace to, or are added, to the Extraboard.
- You should bid every job option that you might want. Awards are based on seniority. If you are not awarded one of the jobs that you bid on, you will receive a 7 and 0 cycle, meaning you only get scheduled time off using the Earned Days Off process or by arranging an approved future book off with your manager.
- Operators who do not bid will receive a 7 and 0 cycle, meaning you only get scheduled time off using the Earned Days Off process or by arranging an approved future book off with your manager.
- Earned Day Off language will only apply to operators with a 7 and 0 day off cycle.
- For the contractual language and more detailed rules, see pages 40-41 in the Collective Bargaining Agreement, Article O-2 Extraboards (j) Days off for Extraboard Operators.

LOGGING INTO THE DRIVER OPS PORTAL

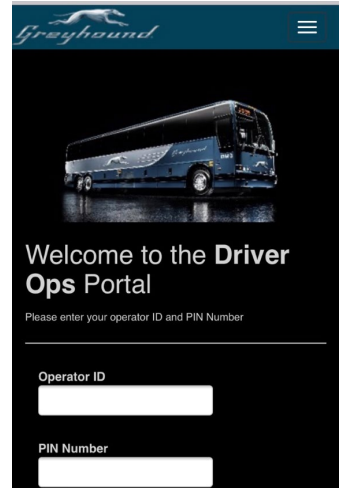
Use Google Chrome or Safari to access the Driver Ops Portal, the preferred browser for view/use of the Driver Ops Portal.

1. Click on the link and navigate to the login page:
<https://www.driverops.greyhound.com> then login to the driver ops portal
2. From the login page enter your **Operator ID** in the requested field
3. In the **Pin Number** field, type in your **Greyhound assigned PIN #**, press **Login**

Note: Please disable the pop-up blocker on your driver's phone.

Here is how:

- A. Launch Settings.
- B. Tap Safari.
- C. Under the General section, click the toggle next to **Block Pop-ups** to **disable** the **pop-up blocker**. A grey toggle indicates a disabled **pop-up blocker**.
- D. A video on disabling pop-up blockers is in the content locker.

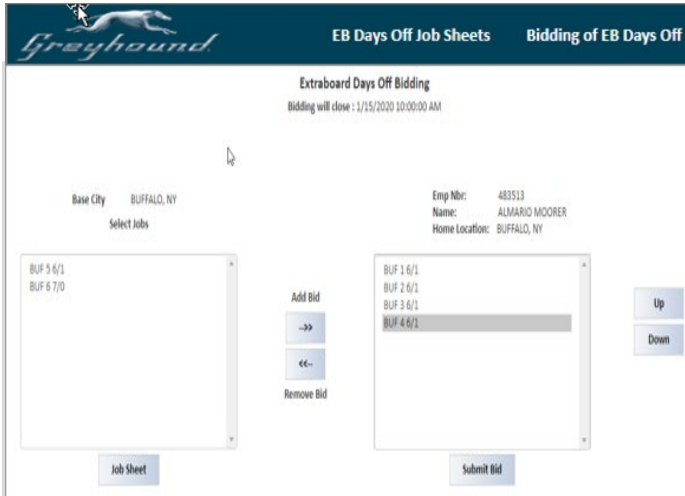


VIEWING JOB SHEETS FROM YOUR SMARTPHONE, COMPUTER, LAPTOP, OR TABLET

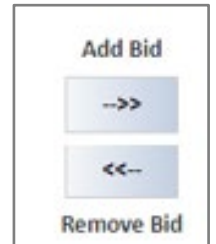
1. Click on **EB Days Off Job Sheets**
2. Enter the information in Run Bid, Location and Job Sheet for the Run Bid you are bidding for then select **Job Sheet**.
3. The selected job sheet will be displayed, and you can print the sheet if wanted.
4. Management can print an entire packet of bid days off job sheets in DPS, similar to general Bidding.

MAKE EXTRABOARD BID DAYS OFF SELECTIONS FROM A SMARTPHONE, COMPUTER, LAPTOP, OR TABLET

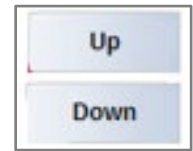
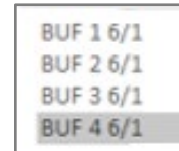
Note: On a computer, or laptop, the display windows for select jobs and added jobs are side by side, with an add or remove button with an up/down button.



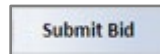
1. Click on the **Bidding of EB Days Off** from the menu at the top of the page.
2. Click on the job you wish to view and then click **Job Sheet** to view the detail of each potential bid option. You can only view one job sheet at a time.
3. To add a job to your bid list, click on each job and select -->> **Add Bid**. Select multiple jobs by holding down the **Shift** key, click on each job, then select -->> **Add Bid**.
4. Remove jobs from your bid list by selecting <<-- **Remove Bid**.



5. Rank your selections by clicking the bid job and using the **Up** or **Down** button(s) to place the bid jobs in the desired order.



6. Click complete to your Bid, select **Submit Bid**.



7. Once your Bid is submitted, you will receive a confirmation page, and this will verify your Bid was submitted.

Remember to pay attention to the bidding timeline. During general bids, drivers will typically only have three days (Thursday-Sunday) to make their Extraboard Bid Days Off bid selections and may only change their selections within the bidding window.

Failure to place your Bid within your allotted three-day window will result in the system assigning a 7 and 0 day off cycle selection on your behalf, meaning you will not have bid days off. Direct any questions regarding the bid process to your Supervisor or Manager.

MAKE EXTRABOARD BID DAYS OFF SELECTIONS FROM A SMARTPHONE, COMPUTER, LAPTOP, OR TABLET

Note: On a **smartphone or tablet**, the display windows for select jobs and added jobs are stacked, with an add or remove button with an up/down button. Click on the **Bidding of EB Days Off** from the menu at the top of the page.

1. Click on the job you wish to view and then click **Job Sheet** to view the detail of each potential bid option. You can only view one job sheet at a time.
2. To add a job to your bid list, click on each job and select **-->> Add**. Select multiple jobs by holding down the **Shift** key, click on each job, then select **-->> Add**.
3. Remove jobs from your bid list by selecting **<<-- Remove**.
4. Rank your selections by clicking the bid job and using the **Up** or **Down** button(s) to place the bid jobs in the desired order.
5. Click complete to your Bid, select **Submit Bid**.
6. Once your Bid is submitted, you will receive a confirmation page, and this will verify your Bid was submitted.

Remember to pay attention to the bidding timeline. During general bids, drivers will typically only have three days (Thursday-Sunday) to make their Extraboard Bid Days Off bid selections and may only change their selections within the bidding window.

Failure to place your Bid within your allotted three-day window will result in the system assigning a 7 and 0 day off cycle selection on your behalf, meaning you will not have bid days off. Direct any questions regarding the bid process to your Supervisor or Manager.

EXTRABOARD BID DAYS OFF BENEFITS

- Bid days off are intended to provide extraboard operators with planned time off throughout the Bid to schedule appointments, have family time, gain extra rest, etc.
- While this provides a benefit to you as an extraboard driver, it also provides a benefit to the Company. The Company can plan on you being off on your bid days, and conversely, can plan on you working on all other days.

EXTRABOARD BID DAYS OFF FREQUENTLY ASKED QUESTIONS (FAQ)

A list of multiple FAQs has been compiled to address the most commonly asked questions. See your manager for additional questions.

- **Are bid days off days the same as earned days off?**

No, bid off days are bid on based on seniority, and the driver is awarded a schedule of off days for the duration of the Bid.

Earned days off are days off earned by working seven consecutive days without a book off. Earned days off are scheduled as requested, subject to manpower permitting.

If you are in a location with bid days off, earned days off will only apply if you bid a schedule of seven days on and zero days off.

If you are in a location where you have bid days off, your bid days off are entered in advance using the code "guaranteed day off." This code alerts the OSC team that they cannot cancel the bid day off without your agreement.

- **What other kinds of guaranteed off days are there?**

Guaranteed off days are provided to extraboard operators who work without returning home for seven or more days either on temporary transfer (supplement) or simply on various assignments where they don't get fresh at their home location. The contract requires OSC to make entries for your guaranteed off Day (s) at the end of your temporary transfer. Extraboard drivers must call OSC if they don't want the off days.

The contract requires extraboard drivers to call OSC if they have worked without getting fresh at their home location for seven or more days.

- **Why bid days off?**

Bid days off are intended to provide extraboard operators with planned time off throughout the Bid to schedule appointments, have family time, gain extra rest, etc.

While this provides a benefit to you as an extraboard driver, it also provides a benefit to the Company. The Company can plan on you being off on your bid days, and conversely, can plan on you working on all other days.

This process has been added to the collective bargaining agreement and will continue to expand to new locations each Bid.

- **If I have a bid day off schedule, can I also get earned days off?**

No, if you are awarded a Job with scheduled off days, the Earned Day Off process no longer applies because you now have scheduled days off.

- **What if I don't want to bid a cycle with scheduled off days?**

There are some job cycles that are 7 & 0. This means you would continue to be available to the extraboard all 7 days of the week. Earned Days Off would still (and only) apply to those awarded a 7 & 0 cycle. If you are eligible to bid during the "bid day off bidding period" and fail to bid, you will be assigned to a 7 & 0 job.

- **How do we bid, and how often do we bid?**

Bidding will be held 3 times a year, shortly after the general bid final awards are published.

The online bidding system, as described in this document, will be used for Bidding.

- **Will I be able to bid if my work status is sick, on leave, or worker's compensation?**

If you were awarded a job on the extraboard during the general Bid, then you will be able to bid during the bid day off bidding period. However, if you do not bid during the bid day off bidding period, the system will assign you a 7/0 bid day off cycle.

- **I see one of the bid days off has a strikethrough. What does that mean?**

That means the Day is a required workday for holiday pay, and you will not be given that Day off. You will need to work with management to select another day off that week. However, if the holiday itself is a required workday, you will be given the off Day, and it will not affect your holiday pay.

- **When does my bid day off begin and end?**

Bid days off will be scheduled to begin at 6:00 am and end at 6:00 am the following Day. You must remain on the board until 6:00 am on your bid day off. If OSC calls you for an assignment, you must accept the call. OSC will be required to return you home at the end of the assignment or in time for your off Day.

- **If I'm on my home board, what is the latest I can get a work assignment before my bid day off begins?**

You can be called for an assignment until the beginning of your bid day off. You can call OSC and request to be removed up to 10 hours prior to the start time of your bid day off. But, OSC may decline based on the needs of the business. If your request is declined, you are expected to remain on the board and accept assignments until 6:00 am on your bid day off.

- **What happens when I arrive at home on the Day before my bid day off at noon. Can OSC call me when I get fresh?**

OSC can call you when you get fresh but will need to return you home at the end of the assignment. If you arrive at home at or after 10:00 pm the Day before your bid day off, you may call OSC and have them remove you from the board. (This applies up to 10 hours prior to the start of your bid day off as you won't be fresh and eligible for a call until after the start time of you bid Day off.)

- **What if I am not able to get home by 6:00 am of my bid day off?**

Your Day will be adjusted to allow for a full 24 hours off.

- **Will I be paid overtime for working on my bid day off?**

You will not be paid overtime for working your bid day off.

However, working on your bid day off is your choice.

- **What if I am away from home, and my bid day off starts soon?**

If you are 10 hours or less from the beginning of your bid day off – 8:00 pm on the Day before your bid day off – you can call OSC to have them send you home on the next schedule to or towards your home. OSC may also work you home on the next schedule to or towards your home.

- **Can I take my bid day off at an away from home location instead of going home? What about the hotel?**

If you are away from home when your bid day off approaches and you want to take the bid day off at the away from home location, please verify with OSC if you will be needed in that location after your bid day off. If OSC needs you in the location, you can take your Day there and stay the night at the Company hotel. Please note GLI hotel policies will still apply.

- **What do I do if OSC will not send me home for my bid day off?**

Ask to speak to an OSC Manager. If needed contact your local supervisor or manager to resolve on your behalf

- **What happens to my bid day off if I am awarded a hold-down or sent on a temporary transfer?**

If you are awarded a hold-down or sent on temporary transfer, your bid day(s) off will be removed for the duration of the hold-down or transfer.

- **If I get sick on one of my workdays and book off, will I have to forfeit my bid day off that week?**

You will not forfeit your bid day off. However, repeated absences may be subject to discipline.

- **Will we get to do this again in the next Bid?**

Yes, your location will continue to have this process. And, the more times the location bids days off, the smoother the process should get.

- **What if I have suggestions to improve this process or issues with this process?**

Please report any suggestions or issues to your local manager who will share them with Labor Relations. The Union VP can also assist with issues and take suggestions.

- **What else should I know?**

The Company and the Union agreed to incorporate this language into the contract because we understand that extraboard drivers need to be able to have time off that they can plan on.

You should know that both regular and extraboard drivers are expected to work every Day unless they are on an off day.

- **If I am in a location that also has pre-assignments, when do I get my pre-assignment notification?**

In locations that also have pre-assignments, when drivers are booked back on from their bid day off, they will receive a call from OSC with their next assignment if one is available. If no assignment is available, OSC will set up a call when the assignment is available, and the driver is fresh.