

MEMORANDUM



DATE: FEBRUARY 2, 2021
TO: DASH OPERATIONS STAFF
FROM: MARTIN BARNA, DIRECTOR OF PLANNING & SCHEDULING
SUBJECT: *SPRING 2020 OPERATOR BID INFORMATION*
EFFECTIVE: SUNDAY, FEBRUARY 28, 2021

DASH will be conducting a virtual operator bid on Tuesday, February 9, Wednesday, February 10, and Thursday, February 11. The bid effective date will be Sunday, February 28, 2021. This bid will include no major service changes, as DASH will continue to operate on the current “Modified Weekday” plan, which includes full weekday service on most routes and reduced service on routes with low ridership. The next future bid is currently scheduled for June 2021.

To minimize risk to staff, this bid will be conducted primarily by computer and telephone. All bid information will be posted on the DASH employee website (www.dashbus.com/employees / User: “DASH” / Password: “Heroes”). Operators will need to visit the bid website to review bid information, submit a “virtual bid slip” prior to their designated bid slot, and to view their final roster assignments. Operators will receive copies of the bid book in their mailboxes, but no paper bid slips will be accepted.

Service/Roster Changes

For this bid, DASH will continue to run a “Modified Weekday” service plan on weekdays. This plan allows DASH to increase service on key routes without moving to full weekday service yet.

- AT1+, AT2, AT3/4, AT5, AT7, AT8, AT9 and AT10 will operate on regular weekday schedules
- AT2X, AT3, AT4 and AT6 will continue to operate with reduced service.
- King Street Trolley will remain out of service until further notice.

Additional information about rosters from the Fall 2020 bid that will continue with February 28th bid:

- All rosters will include roughly 40 hours of work and regular overtime policies are in effect;
- All rosters are weekly so there are no “A/B” rosters with different schedules every other week.
- Many rosters will include “Show Up” assignments, which will include designated “Report” and “Clear” times but no consistent run assignment. “Show Up” operators will be assigned work each day by dispatch based on staffing levels, operational needs and ridership demand. Show-up operators should check the extra board on the day prior to their show-up day to verify assignments. Assignments may start/end up to one hour before/after the “Report”/“Clear” times shown; if there is no assignment listed, they should show up at the times shown on the Run Summary and expect to work up to one hour after the “Clear” times shown.
- A limited number of street reliefs may be necessary with the new plan. Relief cars will be cleaned between uses to the extent possible, and operators with street reliefs will be given five minutes of padding so that they can disinfect the relief car prior to use.

Virtual Bid Process

The bid process will be conducted primarily online and by phone but will closely resemble a regular bid process in terms of how operators are able to select their rosters. Each operator will have a designated 5-minute timeslot, which is listed on the Bid Schedule. Live bid selections will be posted in real-time on the bid website (www.dashbus.com/employees / User: "DASH" / Password: "Heroes") so that operators will know which rosters are still available when it is their turn to make their selection. An operator's timeslot will be the deadline for that operator to submit his/her virtual bid slip through the bid website. It will also be their opportunity for the operator to enter the "Virtual Bid Room" to make their selection via Zoom, by telephone, or "in person" with Planning staff members through a videoconference screen that will be set up in the Training Room. **As a safety precaution, no paper bid slips will be accepted.**

The "virtual bid slip" will work the same way as a regular paper bid slip and will allow full-time operators to identify specific roster numbers they would like to select from the list of available rosters. All operators must fill out a virtual bid slip to document their selections. Operators are encouraged to submit these virtual bid slips before their timeslot in case they are not able to log on. Operators who have not submitted a bid slip, do not have any valid selections, and/or cannot be reached by phone will be assigned a roster by a union representative based on rosters they have selected during previous bids.

The bid pick process will be conducted as follows:

- **Tuesday, February 2** – Bid Information Posted on Bid Website & Bid Books Distributed
- **Monday, February 8** – Bid Help Sessions in [Virtual Bid Room](#) (10-11AM & 1-2PM)
- **Tuesday, February 9** – Operator Bid Day #1 including Part-Time Bid ([Virtual Bid Room](#))
- **Wednesday, February 10** – Operator Bid Day #2 ([Virtual Bid Room](#))
- **Thursday, February 11** – Operator Bid Day #3 ([Virtual Bid Room](#))
- **Friday, February 12** – Deadline to Submit Virtual Extra Work Requests (5:00 PM)
- **Friday, February 19** – Final Rosters with Extra Work Assignments Posted
- **Sunday, February 28** – Effective Date for New Roster Assignments.

Virtual Bid Room. Planning staff will set up a "[Virtual Bid Room](#)" that will be used for Operator Bid Days as well as the Bid Help Sessions on Monday, February 8. Operators may access the Virtual Bid Room using Zoom on their phones or computers. Operators who would like to bid "in person" will be able to do so in the Training Room where a videoconference screen will be set up by staff.

- Computer/Smartphone – <https://zoom.us/j/2124736539>
- Telephone Access – (301) 715-8592
- Meeting ID: 212 473 6539 # (No Participant ID is needed)

Thank you for your help and patience with this virtual bid process!