



THE BELT RAILWAY COMPANY OF CHICAGO

Office of the Director, Agency and Customer Service

TRANSPORTATION - CLERICAL NOTICE

#2018-C010

Effective 0001, November 8, 2018

To: All Concerned, Transportation – Clerical Employees

Subject: Documentation of Time Slips

Proper documentation of crew hours of service records is a federal requirement. Crews are responsible for submitting and scanning signed hours of service documentation.

Crew Caller Responsibilities:

1. Every Crew Caller will verify once a shift that time slips have been scanned into Docuware, or that they have a physical copy from the previous shift for each assignment worked.
2. In the event that a crew does not enter time slips in Docuware, or the crew fails to physically deliver the time slip to the crew caller, the crew caller will enter the time and document this missing crews time slip in the Crew Caller Turnover once a shift. The crew callers will be able to manually tie up crews only with the authorization of a Transportation Manager.
3. All time slips entered in Docuware must be electronically stamped every shift by crew callers after the verification process.

M. M. Martinez
Director of Agency and Customer Service
The Belt Railway Company of Chicago

Transportation - Clerical Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2016	001
2017	001, 003, 007, 008, 009
2018	001, 002, 003, 004, 005, 006, 007, 008, 009, 010

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