

ERM User Manual

Roster 2015.04 (Apr 1 - Apr 30, 2015)

The following roster is current as shown below. We suggest that all chauffeurs regularly check the rosters to ensure no updates have been made. If there appears to be any discrepancy in the roster, it is important you contact the event management staff by email on event.managers@iconicperformances.com.au or event.managers@iconicproductions or Steve Baltzois on his mobile number.

DON'T FORGET when logging onto shift, you **must** do the following:

1. Press Route Tracker first.
2. If asked, then press Smart Tracking.
3. Login into the Communication System.
4. Then login into Uber.

If you don't follow this process, the server will not long you on your shift and you may not be paid accurately for the start of your shift as it will appear as you started your shift late.

Don't forget also **to SIGN OUT of your shift** at the **end** of your shift. Only going offline, means you are still working on your shift and creates problems for the next chauffeur.

REMEMBER Core Areas have now changed. Read below to familiarise yourself with the changes.

PLEASE NOTE, if you see a **SURGE** on the **UBER MAP**, in a particular area and you are empty, you must go to the surge area as quickly and safely and legally as possible.

Between the hours of 12:30 and 14:00 and 17:00 to 19:30 Monday to Friday the **FOCUS TARGET IS** in the CBD if empty.

Hot Spots are defined as the Busy Areas of our **UBER Premium Clients**.

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Roster Period:

Wednesday, 1 April 2015

Thursday, 30 April 2015 **Day Hour Shifts**[illegible]

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Attached files:

Unique solution ID: #1118

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Last update: 11-Apr-2015 12:53