ERM User Manual

Step 4: What to do after you have dropped off the CCRP at the designated location?

After dropping off CCRP at a location to assist with workload.
After dropping off a CCRP at their drop-off location chauffeurs are to do this.
(PLEASE NOTE: this only applies after you have dropped off your CCRP, are empty and have not been allocated another job since the drop off).

1. If you have a VIP job or there are coloured busy areas on the job map follow the policy of Priority of jobs and vehicle movemen click here for Policy link. If not go to step 2.
2. Drive minimum 250 metres and up to a maximum of 500m, from the dropoff location. This is important to avoid the CCRP feeling uncomfortable that you are stopped and waiting outside their dropoff location.
    1. If you are at or near the airport, drive away from the Priority pick up zone. This may mean you drove further than the maximum of 500m. This is permitted.
    2. If you are more than 150kms from the Sydney City GPO, skip the steps and follow from step 5.
3. Find a safe and legally acceptable place to park the car.
    1. If your in the city, and cannot find a safe place to park, you can drive around the city roads, but preferred you find a safe location. Remember that No Parking and No Standing zones legally allows to you temporarily stop to pickup or drop off.
4. Remain online while the @event.managers allocate new jobs to you in the area. If you want you can turn off the engine, not necessary or required.
5. After 10 minutes of waiting for job allocation, if you do not receive a job allocation within the 10 minutes proceed to step 5. Do not stay waiting for longer than 10 minutes, but not less than 10 minutes.
6. Drive to the next core area of the allocated timezone as written on the Core Area Policy.

If this was a VIP job, refer to procedure on sending job completion details to event managers at the office.

Refer to core areas below or search for them on the Policy Server:

1. 05 Core Areas Monday to Wednesday
2. 06 Core Areas Thursday
3. 07 Core Areas Friday
4. 08 Core Areas Saturday
5. 09 Core Areas Sunday

Attached files:

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