



Bensley-Bermuda Volunteer Rescue Squad, Inc.  
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(804) 748-6122

Serving the citizens of Chesterfield Count since 1954

Policy #1004

August 6, 2019

## SCHEDULER POLICY

### I. Policy

This policy mandates all members to be on the Aladtec scheduling software at least 1 week prior to the shift if they are riding on the truck.

### II. Purpose

The purpose of this policy is to verify crew hours reported to Chesterfield and to the Secretary. At the beginning of each week, the scheduler is used to import crews into Telestaff, which will become mandatory for all agencies. It also helps for liability and crew safety in the event of an emergency.

### III. Procedure

At least 1 week prior to the shift date, be sure that you have added yourself to the Aladtec scheduling software in the appropriate position. At the beginning of each week, the Chief of Operations will input all upcoming crews into Telestaff. This helps Chesterfield plan for staffing and coverage. This will also help quickly identify the crew members in the event of an emergency. In the event you are unable to ride on the shift you've signed up for, please contact the Chief of Operations via phone call or text so that Chesterfield can be contacted, per the MOU.

### IV. Penalties

Failure to comply with this policy will result in hours not being submitted each month. Any exceptions to this policy will be approved by the Chief of Operations.