

Issues covered by company letter of 16th January will continue to be applied

1. Non-essential spend will be identified and eliminated. This relates to non-payroll items and nothing is excluded.
2. Bus Hire; stricter controls have been put in place and the need for pre-authorisation will continue to apply.
3. Overtime; all unplanned and un-rostered overtime is banned. We will continue to drive down and eliminate such overtime.
4. Recruitment; approval is required in advance from CEO.
5. Annual leave; there is no entitlement to carry over annual leave and the company are stopping this practice. Staff who have un-used entitlements will be scheduled to take it all within the leave year ending March 2018.
6. Flexi-time; Staff have been communicated with and accommodation has taken place to agree fixed starting and finishing times to suit the individual and the department in question.
7. Driver's hours of work are being averaged on a weekly basis over the duty rotations. This is in accordance with the current union agreement.
8. Spare driver utilisation is as per the current union agreement.
9. First-user check is a legal requirement and in line with current union agreements. Drivers are required to carry out the first user check.
10. Fuel efficiency; activation of Telematics to improve efficiencies and eco-driving systems will take place.
11. Absence management; current procedures continue. It should be noted that the level of absenteeism at approximately 7% is having a serious detrimental impact on costs.

Other cost saving and efficiency improvements

1. **Duty efficiency** – all duties will be reviewed to ensure maximum efficiency and compliance with relevant regulations, to include maximisation of driving time.
2. **Roster efficiency** – all rosters will be reviewed to ensure that all work is rostered in a way that meets the business needs, fair to all staff and compliance with relevant regulations.
3. **DAWT** - all rosters paid according to Daily Average Work Time rules.
4. **Roadside bookings/breaks** – Drivers will start, break, restart and finish at designated roadside locations to ensure minimum number of vehicles are used for service and duty efficiency is maximised (on-street changeovers).
5. **Appropriate non-revenue travel time** – All non-revenue generating paid travel time (walking, public transport and Driving) will be reviewed and adjusted to reflect average actual journey times.
6. **Appropriate loading / recovery time** – Loading time will be reviewed and adjusted to reflect average actual loading, to include recovery time.
7. **Unpaid breaks** – The current agreement of 2:45 will be fully implemented.
8. **Average late running allowance** – late running payment will be paid based on AVL data only.
9. **Work rest day ban** - No rest day working allocation to apply within 3 weeks of a sick day.
10. **The existing national agreements supersede all local arrangements. Examples include;**
 - a. Additional boarded OT outside of planned operation
 - b. Meal Allowance payments that don't meet qualification criteria
11. **Cessation of duty hours claim** - payment for actual hours worked only.
12. **Flexible spare planning and daily utilisation** – All roster vacancies will be filled and spare levels for cover will be entirely at management discretion. .

13. **Single spare cover panel** – Should a panel of spare drivers be required the drivers will be available to cover all reasons of non-attendance. This panel will rotate to include early, middle and late requirements.
14. **Out-based Operations (Spare Drivers)** Bus Éireann has operations from out-based locations around the country. Drivers and vehicles are based at these locations (start and end depot). The majority of operations from these locations are part of Public Service Contract (PSO).
15. All Short term absences (up to 3 days) will be covered as heretofore with the attendant expenses allowances.
16. All absences of over 3 days will be covered with spare drivers from the area who have expressed an interest in working from the out-based location. No travel allowance or overnight expenses will be paid in respect of this work.
17. Where no spare driver has expressed an interest in working from the out-based location, the junior driver from the spare panel will be allocated the work. Overnight expenses will be paid for first and last day only.
18. The payment of a flat days pay in respect of the first rest day away from home depot will be discontinued.
19. Reclassification of the Under and Over 64km rule to one class, i.e. all locations
20. Elimination of the travel or Out-based Relief payments and replaced with Overnight payments. Overnight payment only to apply.
21. Payments for non-working rest-day overnights will be discontinued.
22. The payment of a flat days pay in respect of the first rest day away from home depot will be discontinued.
23. No driver out-based/overnight expenses for travel to out-based locations within 10km of his/her home, irrespective of operating base or period of cover.
24. Expenses for first and last day only when relieving any board in out-based locations – whether illness or leave relief.
25. **Allocation of duties** – All drivers will be required to work their rostered duties unless a change is approved by the local management
26. **Subcontracting** – The Company may on a short or longer term basis subcontract services in order to eliminate or avoid creation of inefficient vehicle or duty workings. To minimise commercial risk, the company will have the option of sub-contracting on existing or new services.
27. **Part-time and Temporary drivers** – Part-time and temporary drivers will form part of the weekly coverage of rosters. A minimum fixed hour working arrangement will be agreed in advance with PT/Temp drivers. Payment will be for revenue hours covered. The Company may on a short or longer term basis utilise part time or temporary staff to avoid creation of inefficient duty workings and/or for staff vacancies.
28. **Driving Hours Recording** - Compliance with all company policy and statutory requirements relating to digital and analogue tachograph recording system in use for all EU driving, non EU driving and other work.
29. **Cleaning** –cleaning of buses as required.
30. **Fuelling** - fuelling buses as required.
31. **On-vehicles Systems** - Use of all on-board IT systems including all new fleet technologies which would benefit the business.

32. **SDA Review** - Safe Driving Award Scheme to be reviewed but subject to compliance with Driver check, satisfactory attendance, driving hour's regulations, eco driving/telematics performance.
33. **Telematics & Eco Driving systems** - All staff will fully cooperate with initiatives to help reduce waste and improve fuel efficiency.
34. **AVL** – All staff will fully cooperate with AVL and any other information technology which the company may require to include logon requirements, use AVL communication functions, activate customer announcements and report any technical problems.
35. **Seat Reservation** – All staff will cooperate fully with all administrative requirements of the seat reservation system and ensure customer satisfaction achieved in this regard.

36. **Transfers** - No movement or transfer of newly appointed staff to other group companies until Probationary Period (1 year or longer) is completed.
37. No automatic "Seniority right" for a staff member to be a successful applicant for vacancy in another group company. Suitability of staff member (Based on current file- Absenteeism, Accidents, Customer Complaints, Driver shorts etc.) to be reasonable grounds to refuse application
 - a. **CMO Appointments** - Standard Payment (Hours) agreed for drivers to attend C.M.O appointments.
 - b. **Inspectors**
38. No automatic right for Inspector to be allocated rest day work / OT ahead of Acting Inspector
39. Acting Inspector panel will be fully utilised as the needs arise.
40. Inspectors who take up secondments to be paid the hours/conditions attached to the seconded work. No automatic right to maintain current earnings if earnings are reduced with secondment, e.g. RP Inspector covering schools
41. Acting Inspectors to be paid Inspector allowance per day of Acting up – No requirement to pay full weeks acting up allowance if only covering for a number of days.
42. Acting Inspectors can be utilised on half day driving/half day Inspector cover where requirement is for a few hours cover only.
43. Full flexibility to move inspectors from operating areas, rosters / duties in order to cover shortfall in other areas.
44. Full review of Inspectors rosters and rotations to take place in all sections.
45. Training allowance payment to be withdrawn

46. **Training**
47. Training will be delivered locally where possible, in order to reduce the need for staff to travel. This will be facilitated by increased use of technology.
48. Training of staff (including Drivers) to be carried out by any suitably qualified training Instructor (from any grade of staff)
49. Training of staff to be carried out by external resources where practical
50. All Training staff to co-operate and assist with the training of Private Operators who operate Road Passenger work on behalf of Bus Éireann.

51. **Overtime/Allowances**
52. No OT payment for training
53. No OT payments for staff attending meetings
54. School trips operated by RP drivers will be transferred to school transport.
55. If board working time varies between winter and summer it should be paid as per actual working time and not same pay all year round

Routes

The following routes will close on these dates

X7 Dublin - Clonmel: March 12th

21 Athlone - Westport: April 16th.

33 Dublin - Derry: May 28th

The number of daily services on Dublin- Limerick(X12), and Dublin – Galway(20/X20) will be reduced from March 12th.

Any staff impacted by these announcements will be redeployed.