

The Monthly Timetable

Every month, the Booking Clerk circulates the next month's bus timetable to the committee, and committee members take turns to arrange a driver for each 'slot'.

Some months are harder to do than others, depending on drivers' individual commitments, but the procedure is always the same:

- The list of journeys is circulated to all drivers.
- Drivers check the list of journeys, then using the 'reply to all' facility write their name against those they can take on, and email it on again to all drivers as well as to the committee member who sent it. This way, everybody can see what the current situation is and where the gaps are.
- Once the timetable is complete, with a driver for each journey, it is displayed on the noticeboards, on Lerryn.net, in *The Bridge* and *Lostwithiel Newsletter*.

If a driver then finds that they cannot fulfil the commitment – perhaps because of family emergencies or a medical appointment – the same circulation system is used *by that driver* to find a replacement. Drivers are always helpful to one another about this, and quite often a swap can be arranged; the timetable and booking clerk need to be kept informed of any driver changes.