

Fall/Winter Reduced Service 2026-27 Operator 1 Shift Pick

Due: Monday November 30 @ 9am

Return to: Scheduling & Planning Coordinator

(Or Friday October 30 @ 9am for Thanksgiving Break)

Complete Both Sides:

- Enter your information and shift picks on this page.

- Enter your weekly availability on the reverse.

Name: _____

Employee #: _____

Phone #: _____

Seniority #: _____

Weekly Hours Minimum: _____ (3 Min) **Maximum:** _____ (cannot guarantee any more than 6 max)

Driving Preference (Check 1): ☐Bus Only ☐Bus + ACCESS ☐Bus + Christiansburg ☐Any Combination

Pick	Day, Shift, Time	Route Preferred	Shift Start/End Preferences Other Notes	OFFICE USE <i>Shifts Assigned</i>
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Fill out all blanks in order of preference.

If open shifts remain after 1st round picks, those who want 6+ hours of work will go into a 2nd round pick.

(Example)	Monday / C Shift / 12:30-3:45pm	PHD,CAS,HWC	Start/End on Campus	75C Monday
1st				
2nd				
3rd				
4th				
5th				
6th				
7th				
8th				
9th				
10th				
11th				
12th				

Please box In, mark or shade times when you ARE AVAILABLE to work.

Note: We will assume you are NOT AVAILABLE for anything left blank.

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
		6:30 AM	6:45 AM	6:30 AM	6:45 AM	6:30 AM	6:45 AM	6:30 AM	6:45 AM	6:30 AM	6:45 AM		
		7:00 AM		7:00 AM		7:00 AM		7:00 AM		7:00 AM			
		7:30 AM		7:30 AM		7:30 AM		7:30 AM		7:30 AM			
		8:00 AM		8:00 AM		8:00 AM		8:00 AM		8:00 AM			
		8:30 AM		8:30 AM		8:30 AM		8:30 AM		8:30 AM			
9:00 AM		9:00 AM		9:00 AM		9:00 AM		9:00 AM		9:00 AM		9:00 AM	
9:30 AM		9:30 AM	9:45 AM	9:30 AM	9:45 AM	9:30 AM	9:45 AM	9:30 AM	9:45 AM	9:30 AM	9:45 AM	9:30 AM	
10:00 AM		10:00 AM		10:00 AM		10:00 AM		10:00 AM		10:00 AM		10:00 AM	
10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM	
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10:00 PM	10:15 PM	10:00 PM	10:15 PM	10:00 PM	10:15 PM	10:00 PM	10:15 PM	10:00 PM	10:15 PM	10:00 PM	10:15 PM	10:00 PM	10:15 PM

Name: _____

Seniority #: _____ Date: _____