

INSTRUCTIONS FOR COMPLETING FORM AID 540-3, VEHICLE DISPATCH ANALYSIS FORM

I. PURPOSES

1. To show utilization versus availability of vehicles and drivers.
2. To indicate if number and type of vehicles are proper for Mission's needs.

II. HOW TO FILL OUT AND USE FORM AID 540-3 Block

1. **Vehicle:** List license or other identifying vehicle number.
2. **Type:** Enter the vehicle type by using the codes shown below. For those vehicles with Four-Wheel Drive enter the number "4" after the code; i.e.: MT4.

S = Sedan	A = Ambulance
W = Station Wagon	MT = Medium Truck
PU = Pick-up Truck	(one to four tons)
CA = Carryall (include	HT = Heavy Truck
Branco's and	(over four tons)
Blazers)	SC = Scooter
B = Bus	M = Motorcycle

3. **Driver:** If the vehicle is driven by a full-time driver, enter a check. DO NOT enter a check for vehicles driven by clerks and part-time drivers.
4. **Time Indicators:** The columns represent a twenty-four-hour (24) time period. Each hour is subdivided into ten-minute (10) intervals. From the arrival and departure tickets for each vehicle draw a RED line between the nearest ten-minute indicators to show when the vehicle was in actual motion. To emphasize how long vehicles waited for passengers while on dispatch, connect the RED lines with BLUE lines. This should not be done for vehicles waiting in the motor pool. For Dead-line Vehicles, draw a long BLACK line during the time the vehicle was not

available and write "DL" on the line. For vehicles on Field Trips enter a RED line for the entire time such assignment was in effect and write "FT" on the line.

5. **Hours Used:** For each line item enter the total actual hours vehicle was in use during the twenty-four-hour period. Use decimals for approximate fraction of hours.
6. **Hours Waiting:** Enter the total hours each vehicle waited for passengers while on dispatch. DO NOT include waiting time in motor pool.
7. **Mileage:** Enter total mileage each vehicle traveled during the twenty-four-hour period. This block may be left blank until completed trip tickets are submitted from Field Trips.
8. **Remarks or Footnotes:** Use this block for posting other data on case-by-case basis. For example, if a post wishes to find how much mileage or hours of use is applicable to other agencies, the usage lines could be drawn with different colors (orange instead of red), for each other agency as shown by user's signature on trip ticket. Then enter the agency name in the "Remarks" block. For footnotes, put a number in parentheses on each line to be footnoted and a matching number on the reverse under "Remarks and Footnotes" followed by the appropriate explanation. Put the letters "FA" in this column for vehicles on permanent field assignment.
9. **Total Drivers Used:** Enter the number of vehicles on dispatch under each column.

10. **Total Drivers Used:** Enter the total number of full-time drivers on dispatch under each time column.

11. **Additional blocks** for inserting titles of special data; i.e., how many field trips, pick-up trucks, other agencies using vehicles, etc., during this time.

12. **Dispatch Delayed:** Keep a record (log) each time a Transportation Request took fifteen (15) minutes or longer to fill. Show requestor, time of request, destination, and how long the requestor had to wait for transportation. Enter total delays in space provided. Under "Remarks or Footnotes" on the reverse, explain if delays were due to lack of vehicles, drivers, or both.

13. **Field Trips Postponed:** Enter total number of postponements due to unavailability of vehicles or drivers. Explain under "Remarks or Footnotes" whether trips were postponed due to lack of vehicles, drivers, or both.

14. **Max. Available, Max. Used:** Enter types of vehicles and drivers used for the twenty-four hour period.

III. WHAT CHART CAN SHOW

The volume of dispatches for each hour of the day shows the number of drivers needed and what their working hours should be. If need exceeds availability of transportation, this would be shown in Blocks 12 or 13. Reference to the log book of delayed transportation requests and requests for field trips will show the nature of vehicles and times requested. Footnotes would be numbered and written under the "Footnotes and Remarks" block on the reverse of the analysis as explained for block 12 above.