SOP Template: Driver Assignment and Duty Rosters

This SOP details the processes for **driver assignment and duty rosters**, including the criteria for assigning drivers to specific routes, scheduling shifts, managing work hours to comply with regulations, ensuring equitable workload distribution, and maintaining accurate records. The goal is to optimize operational efficiency, ensure driver safety, and maintain compliance with labor and transportation standards.

1. Purpose

To establish standardized procedures for assigning drivers and creating duty rosters that maximize operational efficiency, ensure safety, and meet all regulatory requirements.

2. Scope

This SOP applies to all personnel responsible for scheduling and assigning drivers in the transport operations department.

3. Responsibilities

- **Operations Manager:** Oversees implementation of the SOP and ensures compliance.
- **Dispatch Supervisor:** Assigns drivers, prepares duty rosters, and monitors adherence.
- **Drivers:** Follow assignments and report any issues or conflicts promptly.
- **HR Personnel:** Maintain driver records and monitor compliance with labor regulations.

4. Assignment Criteria

- Driver license class and endorsements.
- Qualifications and relevant route experience.
- Seniority, availability, and previous assignments.
- Health and rest status in accordance with legal requirements.
- Any special customer or cargo needs.

5. Duty Roster Preparation Process

1. Assess transportation needs and available routes.
2. Review driver availability and qualifications.
3. Assign drivers to routes using the criteria above.
4. Balance shift distribution for workload equity.
5. Publish weekly/monthly rosters in advance.
6. Update rosters as needed for absences or changes in requirements.

6. Work Hours and Regulatory Compliance

- Schedule shifts to comply with labor laws (e.g., maximum daily/weekly driving hours, mandatory breaks).
- Maintain records of hours driven, rest periods, and overtime.
- Conduct regular audits of rosters and time logs.

7. Equitable Workload Distribution

- Rotate assignments to prevent favoritism.
- Monitor roster history and address concerns about unfair workload or undesirable routes.
- Encourage feedback from drivers regarding roster equity.

8. Record Keeping

- Maintain up-to-date records of all assignments and working hours for at least the minimum period required by law.
- Securely store rosters, time sheets, and related documentation.
- Ensure records are accessible for compliance audits.

9. Sample Driver Duty Roster Table

Date	Driver Name	Route	Start Time	End Time	Total Hours	Remarks
2024-07-01	John Smith	Route A	08:00	16:00	8	-
2024-07-01	Maria Lopez	Route B	09:00	17:00	8	-

10. Review and Update

- This SOP shall be reviewed annually or when significant changes occur.
- All updates must be approved by management and communicated to relevant staff.