## **GUIDELINES FOR TRAINSTAFF DUTY SCHEDULES AND ROTAS**

#### 1. <u>INTRODUCTION</u>

The following is a combination of written 'arrangements' extracted from the Framework Agreement for Train Staffing, the Professional Train Operators Agreement and from company-wide harmonised conditions and additional parameters originally agreed between Train Service Managers and the Company Plan Trains Team as being desirable. All duty schedules will be compiled to these standards, except where lines have local variations in terms of line specific agreements or requirements. This document is updated regularly to reflect changing circumstances and Trains Council will be consulted.

## 2. HOURS OF WORK

- a) 36 hour week averaged over whole rota with four rest days in every two weeks. These to be rostered as two rest days per rota week except on a week containing nights when no rest day will be rostered until after finishing working the night duties.
- b) Hours on rota balanced as far as possible to within plus or minus 5% (273h 36m to 302h 24m) of standard 288 hours (8x36) in any adjacent 8 week period. This is not always possible where it is necessary to schedule 7 long night duties in the same week.
- c) 6 additional days leave are rostered to bring average hours down to 35 per week.
- d) Weekend working is minimised subject to this not compromising the ability to satisfactorily cover Special Events Working and Engineering Work by lengthening duties with rostered overtime.
- e) Scheduled maximum duty length 8 hours 30 mins (including 30 mins meal relief).
- f) Scheduled minimum duty length 4 hours 30 mins (including 30 mins meal relief).
- g) Maximum aggregate time scheduled on one or more trains on either half of duty:-4 hours 15 mins (includes layover, but not time in between different trains, unless part of stepping back procedure).

#### h) Meal relief:

- (i) 30 mins, booked on duty schedule (unpaid), plus walking time and margin (except where scheduled at the beginning or end of the duty). Generally not less than 40 to 50 minutes scheduled depending on location.
- (ii) Scheduled so that neither half of duty exceeds 5 hours 15 mins (including walking time). As far as possible the 30 mins meal relief is booked to start and finish between 1 hour and 5 hours 45 mins from start of duty.

## 3. TIME ALLOWANCES

- a) Book on and pick up train 7 mins (5 minutes book on + 2 minutes minimum walk).
- b) Book off nil.
- c) Train pre-service safety check and stabling.

STOCK	PRE-SERVICE	STABLING
	SAFETY CHECK	
'A' (4 cars)	9 mins	3 mins
'A' (8 cars)	11 mins	3 mins
'C'	9 mins	5 mins
'D'	7 mins	3 mins
1972	9 mins	5 mins
1973	6 mins	3 mins
1992	6 mins	3 mins
1995	8 mins	3 mins
1996	7 mins	3 mins
2009	9 mins	3 mins

d) Walking times - See Appendix 1

#### 4. **BOOKING ON AND FINISHING**

- a) No duties to book on before 04:45 or finish after 01:30 (including Sundays), except where preparation (pre-service safety check), stabling or walking times are increased then the duties affected can book on from 04:30 and finish up to 01:45.
- b) Remote booking on and finishing can take place at all locations laid down in the framework agreement. See appendix 2 for complete list of locations agreed with Trade Unions. Duties can book on and finish at remote locations between 05:30 and 23:45 inclusive (including Sundays).
- c) Trainstaff will book on either with a Duty Train Staff Manager or with a Station Supervisor.
- d) Duties finishing on trains in Ruislip, Hainault, Ealing Common, Upminster, Golders Green, Morden, Cockfosters, and Northfields depot will finish their duty at the designated place of safety within the depot. The appropriate walking time will be scheduled.

## 5. OTHER GUIDELINES - DUTY SCHEDULES

- a) Sleet working is scheduled where required on ordinary night duties. On the Bakerloo, Central, District, Jubilee, Metropolitan and Piccadilly Lines, (RR) paths will be shown on the duty schedule.
- b) Night duties are kept to a minimum because they are less efficient than day duties. They normally book on from 21:00 until 23:59 though occasionally they may start earlier. The number required will be dictated by 4(a), 5(a) and any requirements by Performance Managers (Trains) to have 'key' first and last trains crewed by nights. Nights will be rostered as seven consecutive duties (or six if not required on Saturday). Rest days following nights will be grouped as far as possible.
- c) Special Events and Engineering Work, where there is a requirement for additional working, are covered by spare 'cover' days on the rota built in for this purpose, or by unlimited compulsory overtime added to normal duty schedules (subject to 8 hours 30 minutes duty length not being exceeded). Movement of booking on and off time is unlimited subject to 12 hours rest, however any variation will be minimised as far as possible. Exceptionally, rest days may be moved in order to obtain the best use of spare cover days on the rota. Additional duties (utilising Pool or other available staff) may be scheduled in consultation with Train Operations Managers. Train Operators may be required to travel within their duty by train, replacement bus service or taxi as necessary.
- d) Empty stock working is covered as necessary on 'permanent' duty schedules. Where stock moves do not operate frequently, they are not covered on duty schedules but are covered locally by Duty Train Staff Manager, utilising available Train Operators as required. If a stock move is required to operate on a line or into a depot that the Train Operator driving is not road trained for, then on LUL Train Operator who is stock trained and road trained will operate the train. As a last resort a Train Operator will be piloted by a LUL road trained operator.
- e) 26 weekly road training for stabling locations is no longer incorporated on duty schedules and rotas.
- f) Meal reliefs are booked at canteens where possible, but duty schedule efficiency may dictate that they be booked at mess rooms. All duties are booked a meal relief. In the case of short duties, this could be before starting or after finishing all train work.
- g) 'Prepare spare train' (pre-service safety check only) is scheduled as required by Performance Manager (Trains).
- h) Multi-train duties (and therefore crew changes) are kept to a minimum.

- i) Crew changeovers, where they are from one train to another without a meal relief, are normally a minimum of 10 minutes if the two trains are travelling in the same direction, or 15 minutes if they are travelling in opposite directions. (Occasionally it may be necessary to schedule changeovers below this standard, particularly for Bank Holidays, engineering or other special working.) Crew changeovers are normally scheduled on arrival but where a 'stand' is scheduled the crew change may be scheduled anytime between arrival and departure. On reversing trains the crew change may be scheduled up to one minute before departure. Changeovers are generally booked only at locations with adequate supervision. This paragraph does not apply when the crew changeovers are part of the stepping back procedure.
- j) Rostered spare (Cover) duties may book on at their home depot, or in the interests of getting the best overall coverage of the line, it may be necessary for them to book on at remote locations. Timing and location of cover duties will, as far as is practical, be carried out in conjunction with local managers.
- k) In accordance with the recommendations of the Trains Council JWP (2<sup>nd</sup> September 1999) Bank Holiday duty schedules are compiled using the minimum number of duties required in order to minimise the number of days leave to be given by leave covers/cover duties during the rest of the year. The duty schedules take into account, within the realms of efficiency, the need to balance the number of duties booked off between depots over the whole year, and the need to minimise overtime.
- 1) Where there is a requirement to close a depot on a recognised public holiday owing to Engineering work the following specific arrangements will apply:
  - If this date falls on a Train Operator's rostered rest day then they would take this day as their rostered rest day.
  - If this date falls on a Train Operator's rostered leave day then they would take this day as their rostered leave day.
  - All other Train Operators would be given the choice of either:
    - a) Take an annual leave day if they have any annual leave outstanding, if the Train Operator agrees. Days can be used from rostered block leave.
    - b) Train Operators can voluntarily change one or two of their weekly rostered rest days to this date. Note that if this option is pursued all Train Operators are still required to have no more and no less than two rest days in any given week, other than on nights where rest days are taken after the completion of nights.
    - c) Come in to work for their rostered shift and productive work will be found for them to perform.
- m) Duties are numbered on all 'permanent' and Bank Holiday duty schedules in booking on order. Where altered duty schedules are issued for engineering or special events, duties are shown in numerical order though may be scheduled out of chronological order, in order to maintain normal duty lengths and minimise overtime payments as far as possible.
- n) 3 days notice will normally be given for duty schedule alterations (including complete duty schedules re-cast for engineering/special events etc) and for minor rota alterations.

- o) Following consultation with local staff representatives and in accordance with the Framework Agreement new 'permanent' duty schedules and rotas will be displayed at depots 28 days before operation (unless it is mutually agreed with local staff representatives to give less than 28 days).
- p) 35 days notice will normally be given for Bank Holiday duty schedules so that duties can be allocated locally and displayed on notice board with 28 days notice then given to trainstaff. Note: This prior notice does not apply to substitute bank holidays where no staff are booked off (i.e. on leave)

#### 6. GUIDELINES AFFECTING CERTAIN LINES ONLY

#### **BAKERLOO LINE**

No more than 3 round trips in the tunnel section to be scheduled without a break, however 3 round trips plus Elephant & Castle to/from London Road Depot may be scheduled. No more than five and a half round trips in the tunnel section will be scheduled on any duty.

#### **CIRCLE LINE**

From 13<sup>th</sup> December 2009 the Circle Line was extended to operate to/from Hammersmith. Consequently the Circle Line runs from Hammersmith to Edgware Road via Aldgate with normal layovers at each end.

From time to time (e.g. for engineering or special events) it may be necessary to revert to operating a continuous Circle Line service. When this occurs the Circle Line agreement will continue to apply.

No more than 3 complete continuous Circle line trips to be scheduled without a break However 3 trips plus a start or finish from/to stabling locations may be scheduled (anything less than 4 trips). No more than 6 Circle Line trips will be scheduled on any duty.

#### **VICTORIA LINE**

Duties with more than 4 Brixton trips were previously minimised on the permanent Monday to Friday duty schedules. This was a temporary arrangement and has been withdrawn as the Victoria Line service is provided entirely by 2009 Tube stock.

#### 7. ROTA GUIDELINES

- a) 12 hours rest must be given between duties. In practice, 12½ hours will be allowed between duties where possible on permanent rotas to allow for late finishing of duty. Wherever possible a minimum of 24 hours off duty will be rostered for a rest day.
- b) Mixed shift weeks will be kept to a minimum, subject to maintaining a satisfactory hours balance. Where it is necessary to schedule a mixed shift week it will contain later starting earlies and earlier starting lates. This will normally only occur on one rota week (except at depots where it is agreed to roster early Sundays in late weeks).
- c) 7 consecutive days is normally the maximum number to be rostered without a rest day. However, 8 consecutive days may be rostered at the request of local staff representatives to improve shift or rest day patterns. Where this occurs, local Level One Committees may review at any time and revert to 7 consecutive days maximum at the next practical rota change. Discretion is used as to the type of duties that are rostered where more than 7 consecutive days are to be worked.
- d) A number of different duties will be worked in any rota week. Every effort will be made to avoid wide variations in the book on times of these duties particularly on early duties to avoid booking on considerably earlier the following day. However because of the need to avoid excessively long or short weeks, this is not always possible. When it is necessary to book on earlier the next day every effort is made to ensure that, where possible, this is by no more than one hour. However because of the later start to the traffic day on Sunday this is not possible Sunday onto Monday.
- e) The number of long (3 or 4 day) weekends are maximised.
- f) "Half turn" duties are, where possible, positioned before or after rest days to maximise quality time off.
- g) Cover duties are spread around the rota, approximately one per week.
- h) Saturday and Sunday work will, as far as possible without loss of efficiency, be balanced between depots and where possible no more than 5 consecutive Saturdays or 3 consecutive Sundays on duty will normally be rostered (excluding Leave Covers).
- i) Leave Cover duties are booked a hypothetical minimum number of hours, not less than 72 hours (2 x 36h) per two weeks. At least one pair of leave covers is booked the same number of hours as the longest two consecutive weeks on the rota (except nights and the week before nights) to avoid unrostered overtime on Leave Covers.
- j) The style of rota (e.g. weekly or fortnightly shift change and number of consecutive Leave Covers) will be determined with Level One reps.

- k) Part time staff working Saturday and Sunday will be allocated their own individual rotas. Any new positions will normally be rostered from the next major schedule change. Any odd "spare days on the rota" will remain on the main rota until 5 spare days would exist, and then the main rota will be reduced accordingly.
- Although every effort should me made to select duties for part time staff that cover all sections of line, this is not always possible and retention of route knowledge will have to be arranged locally if necessary.
- m) The reduced hours work for the employees concerned, will be rostered at the next booked full duty schedule change. The roster for reduced hours Train Operators should be posted along side the full time train operator's roster.
- n) Scheduling Services only roster Full Time Train Operators and weekend only Part Time Train Operators. All other Train Operators (including Flexible Working Arrangements) are catered for locally.
- o) Fixed Shifts Links can be introduced at any depot where the majority of staff vote for it. They are currently in operation at Acton Town (D), Arnos Grove, Earls Court and Morden. Fixed Shift Links will normally only be introduced or changed to coincide with planned major duty schedule and rota changes.

#### 8. 2009 TFC AGREEMENT – MINIMUM STAFF NUMBERS

- a) Each trainstaff depot will be allocated to either Band 1, 2 or 3 according to an agreed formula which takes the following into consideration:
  - Number of Monday to Friday running duties
  - Number of Monday to Friday scheduled crew changes.
  - Trains per hour scheduled during Monday to Friday midday off peak.
  - Whether the depot is located mid line or at an end of line terminus.
  - Whether the depot has remote booking on locations to cover.
  - Whether the depot is in close proximity to a Rolling Stock Depot.
  - Whether the depot has to cover stepping back and whether stepping back occurs peak only or all day.
- b) All depots will have a minimum weekly level of rostered spare (cover) duties, Leave Cover positions, and Pool Train Operators. All Depots will have a minimum of one Leave Cover for 5.5 weeks of running duties and rostered spare (cover) duties.
- c) Depots in Band 1 will have a minimum 20% cover duties and 5% Pool Depots in Band 2 will have a minimum 22.5% cover duties and 5% Pool Depots in Band 3 will have a minimum 25% cover duties and 6% Pool
- d) Trainstaff Depots may change Bands (up or down) when new timetables and duty schedules alter their circumstances.
- e) Depots are currently in the following Bands:

DEPOT	BAND
DAIZEDI OO	
BAKERLOO	2
ELEPHANT & CASTLE	2
QUEENS PARK	2
CENTRAL + W&C	
WEST RUISLIP	1
WHITE CITY	
LEYTONSTONE	2 2 1
HAINAULT	1
LOUGHTON	1
CIRCLE &	
<u>HAMMERSMITH</u>	
EDGWARE ROAD	3
HAMMERSMITH	_
BARKING (C&H)	1
DISTRICT	
EARLS COURT	2
ACTON TOWN (DIST)	3
BARKING (DIST)	2
UPMINSTER	1
OTWINGTER	1
JUBILEE	
STRATFORD	2
NORTH GREENWICH	2
WEMBLEY PARK	2
<u>METROPOLITAN</u>	
RICKMANSWORTH	1
NEASDEN	1
HARROW ON THE HILL	3
NODTHEDN	
NORTHERN EAST FINCHLEY	1
HIGH BARNET	
GOLDERS GREEN	2 3 2
MORDEN	2
PICCADILLY	
ARNOS GROVE	3
ACTON TOWN	3
VICTORIA	
SEVEN SISTERS	2
BRIXTON	2

Scheduling Services 3<sup>rd</sup> Floor, East Wing 55 Broadway

Auto 58099

31st July 2011

# Appendix 1

## **WALKING TIME ALLOWANCES**

# Note: 2 minutes of the 7 minutes booking on time is walking time (see paragraph 3a)

## **BAKERLOO LINE**

Location	From	To	Minutes
		Platforms (Booking on only)	
Elephant & Castle	South London House Booking On Point	Platforms	5
		Elephant & Castle Sidings	9
		London Road Sidings	13
	Platform	Elephant & Castle Sidings	4
		London Road Sidings	14
		Lambeth North Platform	20
Queen's Park	Booking On Point	North Shed (21 - 24 roads)	6
	(Premier House)	South Shed (25 and 26 roads)	7
		North End of platforms	
		(Book on only)	2
		South end of platforms	
		(Book on only)	1
	North Shed	South Shed	10
Stonebridge Park	Platforms	Depot	19
	Taxi pick up/set down point	Depot	4

## **CENTRAL AND WATERLOO & CITY LINES**

Location	From	To	Minutes
West Ruislip	Booking On Point	Depot (West End start)	14
1		Depot (East End start)	18
	Depot	Depot Exit (Finishing duty)	5
		Herlwyn Avenue Entrance *	7
Ruislip Gardens	Platform	Ruislip Depot *	18
White City	Booking On Point	Sidings	17
Leytonstone	Booking On Point	Westbound Loop*	8
Hainault	Booking On Point	Depot	14
	Depot	Depot Exit (Finishing Duty)	5
Woodford	Westbound Platform	Sidings	2
	Eastbound Platform	Sidings	4
Loughton	Platform	Sidings	7
	Booking on Point	Platforms	6
		Sidings	13
Bank	Central Line Platforms	W & C Line Platforms	7
Waterloo	W & C Platforms	Trainstaff Step Back Room	3
Waterloo	Taxi Pick up Point	Trainstaff Step Back Room	5
Waterloo	Northern Line Platforms	Trainstaff Step Back Room	13
Tottenham Court Road	Northern Line Platforms	Central Line Platforms	4

<sup>\*</sup> NOTE: These walks are not currently used on the permanent duty schedule.

## **VICTORIA LINE**

Location	From	То	Minutes
Northumberland	Staff Platform	Depot	
Park		r	6
	Depot	Depot Exit (Finishing Duty)	5
		(Between trains in depot)	6
		DMT's office or taxi pickup/set	
		down point	4
Seven Sisters	Booking on Point	Northumberland Park Depot *	56
	(Pleiades House)		
		Tottenham Hale Platform *	43
		Platforms (Book on only)	4
Walthamstow	Supervisor's office	21 or 22 siding	5
Victoria	Supervisor's office	22 or 23 siding *	5
Brixton	Booking on Point	Platforms	5
	Supervisor's office	21 or 22 sidings	6
	Booking on Point	21 or 22 sidings	11

## **JUBILEE LINE**

Location	From	То	Minutes
Stanmore	Platform	Sidings	5
	Sidings	(Between trains in sidings)	2
Wembley Park	Booking on Point	Platforms 3 & 4 (Book on only)	1
Neasden	Booking on Point	Depot	11
		Platforms (Book on only)	1
		Klondyke *	10
	Platforms	Depot	12
	Depot	South Lodge (Finishing Duty) *	9
		(Between trains in depot)	5
Charing Cross	Platform	Sidings via Supervisor's office *	10
		Sidings via Station Operations	
		Room *	14
North Greenwich	Booking on point	Westbound Platform (Book on	1
		only)	
		Taxi pick up/set down point *	5
Stratford Market Depot	Staff Platform	Depot	4
_		Shed Roads	15
	Staff Taxi Pick Up	Depot	11
	_	Stratford Station	13
	Holding Road	Shed Roads	8
	Holding Road	Furthest Outside Road	17
Stratford	Booking on Point	Taxi Pick up	8
Stratford	Booking on Point	Platforms	1

<sup>\*</sup>NOTE: These walks are not currently used on the permanent duty schedule.

## **NORTHERN LINE**

Location	From	То	Minutes
High Barnet	Booking On Point	Sidings	7
Finchley Central	Platform	25 Siding *	4
		26 Siding *	3
East Finchley	Booking On Point	Highgate Sidings	19
_		Highgate Sidings (North-End Roads)	16 \$
	Highgate Sidings (North End Roads)	Booking On Point	16 #
Archway	Platform	Siding *	3
Edgware	Booking On Point	North Sidings	5
		16 Siding *	4
		South Sidings	9
Colindale	Platform	Siding *	2
Golders Green	Booking On Point	Depot	7
		24,25 sidings & loop *	5
		26 Road *	7
	Depot	Depot Exit (Finishing Duty)	6
	26 Road	Depot Exit (Finishing Duty) *	6
Euston	Station Sups Office	Loop *	4
Kennington	Platform	Siding *	5
Tooting Broadway	Platform	Siding *	3
Morden	Booking On Point	Depot (North End of 1 to 25 Road)	12
		Depot (All Other Roads)	15
	Depot	Depot Exit (Finishing Duty)	7

<sup>\*</sup>NOTE: These walks are not currently used on the permanent duty schedule.

<sup>\$</sup> One train can be nominated in the timetable to start from a north end road. All other duties get 19 minutes.

<sup>#</sup> Two trains can be nominated in the timetable to stable on a north end road. All other duties get 19 minutes.

## PICCADILLY LINE

Location	From	То	Minutes
Uxbridge	Platforms	Sidings	8
South Harrow	Platforms	Sidings	5
Acton Town	Booking On Point	East Sidings	
Operations Centre	(Bollo House)	g	12
		Eastbound Platform (Book on only)	4
		Westbound Platform (Book on	
		only)	5
Northfields	Booking on Point	Depot (East End)	9
		Depot (West End)	12
	Depot	Depot Exit (Finishing Duty)	7
Hammersmith	Platform	Barons Court Siding *	10
Earl's Court	Piccadilly Platforms	District Platforms *	3
Hyde Park Corner	Platform	Down Street Siding *	5
Wood Green	Platform	Siding *	2
Arnos Grove Operations Centre	Booking On Point (Ash House)	Platforms (Booking on only)	7
		Sidings	1
Oakwood	Booking On Point	Cockfosters Depot	9
	Cockfosters Depot	Depot Exit (Finishing Duty)	7
Cockfosters	Platform	Depot *	10

<sup>\*</sup>NOTE: These walks are not currently used on the permanent duty schedule.

## CIRCLE AND HAMMERSMITH LINE

Location	From	То	Minutes
Hammersmith	Booking On Point	Taxi Pick Up Point (Book on only)	5
		Depot	9
		District & Piccadilly Platforms *	9
Edgware Road	Booking On Point	Siding *	4
		Platforms (Book on only)	1
		Bakerloo Line Platforms	15
		Taxi Pick up Point (Book on only)	4
		Baker Street C&H Platforms	35
	Outer Rail Platform	Siding *	4
	Inner Rail Platform	Siding *	3 #
Farringdon	Outer Rail Platform	Sidings *	4
	Inner Rail Platform	Sidings *	2
	Platforms	Farringdon Charter House St Taxi Point	10
	Sidings	Farringdon Charter House St Taxi Point	5
Moorgate	Outer Rail Platform	Bay Roads	3
Aldgate	Platform	Aldgate East Platform	9
Whitechapel	Platform	Siding *	5
Barking	Booking On Point	Sidings	16
		Bay Road	5
Gloucester Road	Platform	Triangle Sidings 33-36 roads	10
High St Kensington	Platform	Triangle Sidings 33-36 roads 20	

\* NOTE: These walks are not currently used on the permanent duty schedule # NOTE: Taxi pick up point

# **DISTRICT LINE**

Location	From	То	Minutes
Ealing Broadway	Platform	Siding *	5
Acton Town	Booking On Point	Ealing Common Depot	10
		Ealing Common Depot - trains entering service from 19 and 20 roads	14
	Ealing Common Depot	Depot Exit (Finishing Duty)	6
	Booking On Point	Acton Town East Sidings *	8
Hammersmith	District & Piccadilly Platforms	Hammersmith & City Platforms *	9
West Kensington	Platforms	Lillie Bridge Depot	14
Earl's Court	Booking on Point	District Platforms (Book on only)	1
		Triangle Sidings	14
		Lillie Bridge Depot	18
Earl's Court	District Platforms	Piccadilly Platforms	3
		Triangle Sidings	13
Parsons Green	Eastbound Platform	21,22 Sidings	7
		23,24 Sidings	4
		27 Siding	11
		28 Siding	12
		29 Siding	5
Gloucester Road	District Platforms	Triangle Siding 33-36*	10
		Triangle Siding 37+38*	13
Whitechapel	Platform	Siding *	5
Barking	Booking On Point	Sidings	16
Upney	Platform	Barking Sidings *	10
Dagenham East	Eastbound Platform	Siding *	4
	Westbound Pfm.	Siding *	5
Upminster	Booking On Point	Depot	13
		C2C Platforms	2
		West end of District platforms	1
		Taxi point	2
	Depot	Depot Exit (Finishing Duty)	6
		Cranham Exit *	7

<sup>\*</sup> NOTE: These walks are not currently used on the permanent duty schedule

# METROPOLITAN LINE

Location	From	То	Minutes
Rickmansworth	Booking on Point	South Bound Platform	1
Kickillalisworth	Dooking on Fount	(Book on only)	1
		North Sidings	10
		South Sidings	13
		23 Siding	10
	North Sidings	(Between trains in sidings)	1
	South Sidings	(Between trains in sidings)	2
	23 Siding	(Between trains in siding)	2
Watford	Platform	21/24 Siding	2
Uxbridge	Platforms	Sidings	8
_	Sidings	(Between trains in sidings)	2
Harrow on the Hill	Booking on Point	Platform 1 & 2 N	5
		Platform 2 S	6
		Platform 3 & 4 N	4
		Platform 5 & 6 S	6
		Lowlands Road Taxi pick up point	4
Wembley Park	Booking on Point	Platforms 2,3,4,5 (Book on only)	1
		Platform 1 (Book on only)	3
		Platform 6 (Book on only)	4
	Platforms	Sidings (South End Cab including	16
		walking through train from North	
		End Cab)	
Neasden	Booking on Point	Depot	11
		Platforms (Book on only)	1
		Klondyke *	10
	Platforms	Depot	12
	Depot	South Lodge (Finishing Duty) *	9
		(Between trains in depot)	5
Moorgate	Outer Rail Platform	Bay Roads *	3

<sup>\*</sup>NOTE: These walks are not currently used on the permanent duty schedule.

# Appendix 2 REMOTE BOOKING ON AND FINISHING LOCATIONS

LINE	DEPOTS	REMOTE LOCATIONS
Bakerloo	Elephant and Castle	Baker Street +
	Queen's Park	Baker Street +
Central	West Ruislip	None
	White City	None
	Leytonstone	Hainault
	-	Liverpool Street +
		Loughton +
		Woodford +
	Loughton	None
	Hainault	Leytonstone Woodford +
Circle & Hammersmith	Barking	None
	Edgware Road	Hammersmith +
	Hammersmith	None
District	Acton Town	None
	Earls Court	None
	Barking	None
	Upminster	None
Jubilee	Wembley Park	Baker Street +
		Neasden
		Stanmore
	Stratford	None
	North Greenwich	Stratford +
Metropolitan	Rickmansworth	Chalfont & Latimer +
	Neasden	Wembley Park
	Harrow on the Hill	None
Northern	East Finchley	High Barnet
	High Barnet	None
	Golders Green	Edgware
	Morden	None
Piccadilly	Arnos Grove	Cockfosters Depot *
		Oakwood
	Acton Town	Northfields
		Northfields Depot *
		South Harrow +
Victoria	Seven Sisters	Northumberland Park Depot
	Brixton	None

<sup>\*</sup> Used for remote finishing only + Not in current use

 $Q: \verb|\alldso| duty \verb|\forms| cost and \verb|\alldso| duty \verb|\forms| cost and \verb|\alldso| duty \verb|\forms| duty \verb|\alldso| duty \verb|\alldso| duty \verb|\forms| duty \verb|\alldso| duty \verb|\forms| duty \verb|\alldso| duty \verb|\forms| duty \verb|\alldso| duty \verb|\forms| duty \end{|\forms|} duty \end{$