



DFW GSE ROAD TRIP POLICY

1. The mechanics interested in Road Trip (R/T) should sign the R/T book. Mechanics can sign up in R/T book up to one week in advance and trips can be awarded up to four days in advance. This allows the company to book seats on flights to ensure mechanics can be assured of their flights. The sign up log will be located in the supervisor's office. Mechanic must be on duty that day to be eligible to go on R/T.
2. When a R/T is being assigned, and more than 1 mechanic is signed up, the company along with the Crew Chief on duty will choose mechanic by most senior qualified with least amount of accumulated overtime hours.
3. If there are no volunteers signed up the company may offer the R/T to mechanics on duty. The company may assign the R/T to a qualified mechanic with the lowest seniority on duty.
4. The company will determine the duration of R/T. If scheduled work is finished earlier than expected, mechanic will return to base. If it is realized there is more work required at same location, mechanic will call local management for determination to be made.
5. While on R/T, mechanic will be responsible for keeping DFW management updated on their status of work. Mechanic will call manager or supervisor before returning to DFW.
6. When a R/T requires the mechanic to fly to the field of work assignment, they shall fly A12 only and are not responsible to pay for any transportation required for the company initiated R/T.
7. The company will coordinate with the station prior to the start of R/T, everything related to escorts and hotel accommodations if needed.
8. Management will determine if a probationary mechanic is qualified for fieldwork.

SAFETY

1. In the interest of safety, as well as complying with various Company Policies and procedures, all field trips will be based per Article 17G of TWU Contract.
2. Any problem or situation in the station, beyond the mechanics immediate control, will be reported to and dealt with by the supervisor.

EXPENSES AND LODGING

1. Allotted un-receipted expense amount is per amounts described in Monthly Expense Report in Jetnet. Receipted meals will be governed by Article 17C.
(Exceptions or additional charges will have to be discussed and signed off by Management)
2. Submittance is on-line and timeframe to repay is approximately 2 weeks, (if no mistakes are made) It is requested the company reimburse the money spent on R/T to the mechanic, within 30 days after returning from assigned station.