

Task List for Evening Dispatcher

When not actively dealing with an Emergency you should not be sitting at the computer unless you know you need to do something specific.

The Answering Service should call and/or text you directly with emergencies.

Call the answering service, 866-494-8443, when you start your shift to make sure they have the message that you are on Dispatch and that they should call or text you directly.

Make sure your phone is NOT on Do Not Disturb.

Make sure you have the **ZipWhip app** installed on your Phone and logged in so you can receive texts from Chauffeurs. [Login Credentials Here](#)

When not fielding emergencies follow the below priority list. If there are no emergencies then you

1. **Vehicle Washing** - return every vehicle on the lot to Ready Position for its next job, regardless of when that job is. If it is raining or calling for rain between now and the next job, then just clean the interior
2. **Clean up** around ACE
 - a. Restrooms
 - b. Trash Cans
 - c. Restock soap, towels, and toilet paper
3. If vehicles are parked in strange positions move them to be parked where they should be parked
4. Clean up around the ACE lot

IMPORTANT: Note any of these tasks worked on as part of the shift report they fill out. USE the [Saturday and Sunday End Of Day Report](#) to provide any feedback from the day.

1. Report Link PW: **bedriven2008**