

Road Service to Eola Weekly Mark

Request Letter

Name: _____

Employee#: _____

Signature: _____

Date: _____

This is my request to be placed on Eola Yard weekly mark effective 0001 on _____.

-Fax above letter to Crew Office @ 785-676-2957 by 2359 on Friday.

-Call 785-676-2739 to verify.

-Call 800-793-4018 (ask for weekly mark clerk) between 1100 and 1230 Saturday to choose preferred yard assignments, subject to seniority.

-Make a copy of fax receipt for your records and place original receipt in SMART-TD mailbox.

-Weekly mark assignments are set at 1230 on Saturdays.