

Submitting Your Bid via BidWeb on Self Service

MTS has received new software to help bus operators bid via a website.

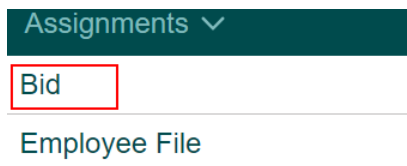
Even if you submit your bid via this website, it will be treated the same as a paper bid slip. If your choices are incomplete or insufficient, we must skip you to continue the bidding process. We recommend that you still attend via Zoom or in person at your appointment time as we process your submitted bid.

As the software is new, if you have any questions or if you experience any issues, please take a picture or video with your phone or screenshot it and send them to Devin Braun. (devin.braun@sdmts.com) It is important to give specifics of what is wrong in order to follow up. You may also let your dispatcher know.

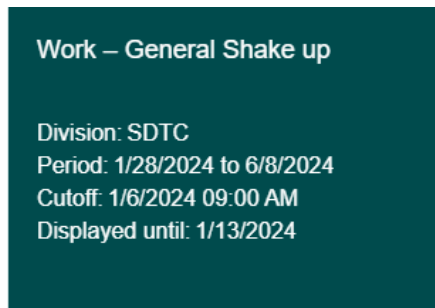
Bidding on Web Procedures and How-To for Round 1

Login to Self Service at <https://selfservice.sdmts.com>. If you get locked out or don't know your password, please call the dispatch office.

At the top of the page, Select "Bid" in the dropdown menu.

A screenshot of a web application's top navigation bar. It features a dark teal background with the text 'Assignments' followed by a downward-pointing chevron. Below this, a white dropdown menu is open, showing three options: 'Bid' (highlighted with a red rectangular border), 'Employee File', and another option partially visible below. The text 'Employee File' is also visible on the dark teal background below the dropdown.

Then select the "Work – General Shake up" bid tile.

A screenshot of a bid tile with a dark teal background. At the top, the text 'Work – General Shake up' is displayed in white. Below this, in a smaller white font, are the following details: 'Division: SDTC', 'Period: 1/28/2024 to 6/8/2024', 'Cutoff: 1/6/2024 09:00 AM', and 'Displayed until: 1/13/2024'.

Filling out a bid online is like filling out a paper bid slip. You choose the runs that you want to put together and submit them as a weekly selection. Each of these is called a "Week scenario". Each Week Scenario must contain your requested days off and five days of work. You can enter/change your choices until the Cutoff time shown.

Keep in mind that when the bids are processed, they are evaluated in the order you submit your scenarios, line-by-line. The ENTIRE WEEK must be available in order to be awarded. If one day or day off is not available, the line is skipped and we go to the next line.

Add a Work Scenario

To begin filling out your bid, select [Add Work Scenario](#).

Select Your Role

The first step of each scenario is to select the “Role” at the top of the page. This is where you will bid your week. For example, if you would normally say “IAD Days” at bidding, then choose “IAD Day Regular” if you are going to bid your full week with duties every day. If you are going to bid during relief bidding or you are only going to bid some of your days and remain extra board until the next round, select a “Relief” role.

Role: IAD Day Regular ▼

If you want to bid on the Vacation Board, be sure to select the correct Division and day/night category.

Select your Days Off

After selecting your role, you can choose your days off. If you want to see what is still available, go to the “Roles” tab on the left side to see how many of each combo are still remaining. You may need or want to change your role by seeing this information.

Role	Quota	Day Off Quotas
IAD Day Regular	110/110	IAD - AM
IAD Night Regular	90/90	IAD - PM
IAD Day Relief	45/45	IAD - AM
IAD Night Relief	45/45	IAD - PM
IAD Day Report	5/5	IAD - AM
IAD Night Report	5/5	IAD - PM
KMD Day Regular	95/95	KMD - AM
KMD Night Regular	55/55	KMD - PM
KMD Day Relief	45/45	KMD - AM
KMD Night Relief	35/35	KMD - PM
KMD Day Report	5/5	KMD - AM

On the days of the week for your scenario, select one of the tabs for the days you want to take off then press the



button. The combinations including that day off are shown and how many are still available. If you see the combination you want, add it to your scenario by clicking on the thumbs up symbol . **Important...if you select a weekday work assignment after selecting days off that include a weekday, it will overwrite your days off. Make sure that you have two (2) days off and five (5) working days for each scenario.**

SundayMondayTuesdayWednesdayThursdayFridaySaturday

☐ Duties

☒ OFF

Available days off for Sunday (2)

Sun-Mon

Remaining: 15 Total: 15

Sat-Sun

Remaining: 77 Total: 77

After you select your days off, they will be shown in your scenario.

Sun
OFF

Mon

Tue

Wed

Thu

Fri

Sat
OFF

Work: 0h00 Rest Time: Events:

> Selected assignments

SundayMondayTuesdayWednesdayThursdayFridaySaturday

☐ Duties ☒ OFF

Available days off for Sunday (2)

Sun-Mon

Remaining: 15 Total: 15

👍

Sat-Sun

Remaining: 77 Total: 77

Fill In Your Work Week

Select the work for the week. In this case, we will select Monday-Friday. In Round 1 of bidding, you must select the same duty for each weekday. The program will fill this out automatically when you select a duty. To begin, press a Day of the Week tab to show what work is still available on that day:

SundayMondayTuesdayWednesdayThursdayFridaySaturday

☒ Duties ☐ OFF

Available duties for Monday (108/108)

Filter by:

Select filters

Sort by:

Select sort criteria

Search for a duty:

Q Search

1	03:50 AM 12:22 PM	IADGAR IADGAR	Sun.: No Fri.: Yes Qualif.: Yes	Mon.: Yes Sat.: No Work: 8h32	Tue.: Yes Wed.: Yes Thu.: Yes	Crew: IADGAR Base: Events:	👍
2	03:54 AM 12:07 PM	IADGAR IADGAR	Sun.: No Fri.: Yes Qualif.: Yes	Mon.: Yes Sat.: No Work: 8h13	Tue.: Yes Wed.: Yes Thu.: Yes	Crew: IADGAR Base: Events:	👍
3	04:20 AM 12:20 PM	IADGAR IADGAR	Sun.: No Fri.: Yes Qualif.: Yes	Mon.: Yes Sat.: No Work: 8h00	Tue.: Yes Wed.: Yes Thu.: Yes	Crew: IADGAR Base: Events:	👍
4	04:48 AM 12:47 PM	IADGAR IADGAR	Sun.: No Fri.: Yes Qualif.: Yes	Mon.: Yes Sat.: No Work: 7h59	Tue.: Yes Wed.: Yes Thu.: Yes	Crew: IADGAR Base: Events:	👍

You can sort the work that is available by changing the sort values above. Examples that you can sort by are:

Sort by:

Select sort criteria

Search for a duty:

Select sort criteria

1

Identifier

2

Start

End

Work

Crew Base

Veh.Groups

Identifier	The Duty/Run Number
Start	The starting time
End	The ending time
Work	How much actual working time there is in the day.
Crew Base	IAD or KMD
Veh Groups	The type of vehicle. <ul style="list-style-type: none"> • std, RP40 = 40 foot, Rapid 40 foot • art = articulated • brt1/brt2 = Rapid articulated

You can also use the filter to show only Straight or Split duties.

Filter by: Select filters

Sort by: Select filters

Search for a duty: Straight duties
Split duties

Click on the “x” next to a filter or sort order to remove it.

Straight duties ✕


Make sure to hit “Apply” when adding/removing a sort order or filter.

Apply

You can search through the list of available runs/duties based on your preferences. If you click on a Run/Duty number, it will show you the details of that Run/Duty.

5	05:26 PM	IADGAR	Qualif.: Yes	Work: 8h14	Crew Base: IADGAR	Events:	Routes: 110,2	Veh.Groups: std	
6	05:59 AM	IADGAR	Sun.: No	Mon.: Yes	Tue.: Yes	Wed.: Yes	Thu.: Yes	Fri.: Yes	Sat.: No
	05:51 PM	IADGAR	Qualif.: Yes	Work: 7h46	Crew Base: IADGAR	Events:	Routes: 110,12,2	Veh.Groups: std	

Assignment Details (6) ✕					
Day of week:	Monday	Date:		Crew Base:	IADGAR
From:	IADGAR	Start:	05:59 AM	Work:	7h46
To:	IADGAR	End:	05:51 PM	Spread:	11h52
05:59 AM	IADGAR	Sign-on			0h15
> 06:14 AM	IADGAR	101209	12		1h52
08:06 AM	IADGAR	Split break			4h06
12:12 PM	IADGAR	Sign-on			0h15
> 12:27 PM	IADGAR	100205	2, 110		5h24
05:51 PM	IADGAR				

If you want to add this duty to your scenario, press the Thumbs Up button .

Here is the scenario with all of the days filled out.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
OFF	6	6	6	6	6	OFF
Work: 38h50	Rest Time: Yes	Events:				

If you have completed your scenario and all days are filled out, make sure to click the Done button. **If you don't click on "Done", it's not saved!**

Done

You can add as many scenarios as you'd like. This is just like filling out your bid slip. You must fill out enough entries so that if your top choices aren't available, you have other choices to process.

Here is a bid with 4 difference choices. They will be processed in order during bidding. You can choose as many scenarios as you'd like. After you create these scenarios, if you want to change the order of your preferences, just drag and drop them into the correct order.

Week scenarios (4)

Add Work Scenario

1	IAD Day Regular	Sun OFF	Mon 6	Tue 6	Wed 6	Thu 6	Fri 6	Sat OFF	X
		Work: 38h50	Rest Time: Yes	Events:					
2	IAD Day Regular	Sun OFF	Mon 54	Tue 54	Wed 54	Thu 54	Fri 54	Sat OFF	X
		Work: 44h25	Rest Time: Yes	Events:					
3	IAD Day Regular	Sun OFF	Mon 7	Tue 7	Wed 7	Thu 7	Fri 7	Sat OFF	X
		Work: 39h30	Rest Time: Yes	Events:					
4	IAD Day Regular	Sun OFF	Mon 105	Tue 105	Wed 105	Thu 105	Fri 105	Sat OFF	X
		Work: 46h20	Rest Time: Yes	Events:					

Drag and drop to adjust order.

If you want to edit any scenario, just click that line to edit it. Clicking on the "X" will remove it.

Selecting Scenarios with Weekdays and Weekend Duties/Runs (at least one weekday off)

If your day off combination includes a weekday, you will be working at least one weekend day. Be sure to submit a Duty/Run for each day of the week.

Due to a bug with the software, make sure to select your weekday runs, THEN select your days off. When you select a weekday run, it will overwrite the Days Off if you selected them first. Make sure that all of your scenarios have 5 days of work and 2 days off. If not, the scenario will be invalid.

Week scenarios (5)

Add Work Scenario

1	IAD Day Regular	Sun OFF	Mon 6	Tue 6	Wed 6	Thu 6	Fri 6	Sat OFF	×
		Work: 38h50	Rest Time: Yes	Events:					
2	IAD Day Regular	Sun OFF	Mon 54	Tue 54	Wed 54	Thu 54	Fri 54	Sat OFF	×
		Work: 44h25	Rest Time: Yes	Events:					
3	IAD Day Regular	Sun OFF	Mon 7	Tue 7	Wed 7	Thu 7	Fri 7	Sat OFF	×
		Work: 39h30	Rest Time: Yes	Events:					
4	IAD Day Regular	Sun OFF	Mon 105	Tue 105	Wed 105	Thu 105	Fri 105	Sat OFF	×
		Work: 46h20	Rest Time: Yes	Events:					
5	IAD Day Regular	Sun 1402	Mon 28	Tue OFF	Wed OFF	Thu 28	Fri 28	Sat 805	×
		Work: 41h02	Rest Time: Yes	Events:					

Drag and drop to adjust order.

Signifying Relief Bidding in Round 1

If you want to do relief bidding after Round 1, make sure you select a role that includes the word “Relief” for your division and day/night category.

The scenario will be filled out with SXB for all days you want to work and with “OFF” for your bid days off.

6	IAD Day Relief	Sun SXB	Mon SXB	Tue OFF	Wed OFF	Thu SXB	Fri SXB	Sat SXB	
		Work: 40h00	Rest Time: Yes	Events:					

You can bid your weekends in this round and leave weekdays as SXB to fill in for Round 2 in Relief Bidding. Remember to submit many scenarios with the same days off and different weekend duties to make multiple selections.

6	IAD Day Relief	Sun 1405	Mon SXB	Tue OFF	Wed OFF	Thu SXB	Fri SXB	Sat 802	
		Work: 41h54	Rest Time: Yes	Events:					

For example, here are 4 scenarios with the same Run on Sunday (1405) and different Runs on Saturday. They will be processed in order and only will be awarded if the **ENTIRE WEEK** is available. If one run on a line isn't available, it will be skipped. It is important to submit many choices so you are awarded one of your choices.

5	IAD Day Regular	Sun 1405	Mon 28	Tue OFF	Wed OFF	Thu 28	Fri 28	Sat 805	
		Work: 41h49	Rest Time: Yes	Events:					
6	IAD Day Relief	Sun 1405	Mon SXB	Tue OFF	Wed OFF	Thu SXB	Fri SXB	Sat 802	
		Work: 41h54	Rest Time: Yes	Events:					
7	IAD Day Relief	Sun 1405	Mon SXB	Tue OFF	Wed OFF	Thu SXB	Fri SXB	Sat 850	
		Work: 41h49	Rest Time: Yes	Events:					
8	IAD Day Relief	Sun 1405	Mon SXB	Tue OFF	Wed OFF	Thu SXB	Fri SXB	Sat 846	
		Work: 41h21	Rest Time: Yes	Events:					

If you select a scenario that does not have enough rest time, the Run numbers will be highlighted in red and the Rest Time will say “No”. This is an invalid scenario and must be edited.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1405	1	1	1	1	OFF	OFF
Work: 42h47	Rest Time: No	Events:				

Vacation Board

If you want to work vacation board (SVB), select the Role for IAD or KMD night/day vacation board. You do not need to select any days off.

6	IAD vxbd day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		SVB	SVB	SVB	SVB	SVB	SVB	SVB
Work: 56h00		Rest Time: Yes	Events:					

Bidding a Tripper

If you want to bid a tripper, any available trippers are called “Available extra duties” and you can also add them to your work scenario. Make sure to add a tripper every day you want one so that each day is listed with a “+” in your scenario:

Available extra duties for Wednesday (10/24)

Filter by:

Select filters

Sort by:

Select sort criteria

Search for a duty:

Q Search

501	06:23 AM 09:34 AM	KMDGAR KMDGAR	Qualif.: Yes	Work: 3h11	Events: UC	X
505	06:27 AM 09:02 AM	KMDGAR KMDGAR	Qualif.: Yes	Work: 2h35	Events: MC	👍
508	06:36 AM 09:52 AM	KMDGAR KMDGAR	Qualif.: Yes	Work: 3h16	Events: UC	👍
502	06:38 AM 09:49 AM	KMDGAR KMDGAR	Qualif.: Yes	Work: 3h11	Events: UC	👍
506	06:42 AM 09:17 AM	KMDGAR KMDGAR	Qualif.: Yes	Work: 2h35	Events: MC	👍

Sun	Mon	Tue	Wed	Thu	Fri	Sat
OFF	177	177	177	177	177	OFF
Work: 40h10	Rest Time: Yes	Events:				

Holiday Scenarios

We will **NOT** be bidding holidays, leave all of the holidays blank. If you fill it out, it will not be processed. At a later time, these will be bid the week before the holiday by those eligible to bid.

9/4/202311/23/202312/25/20231/1/2024

✓

Holiday scenario for Labor Day - 9/4/2023 (0)

Edit Holiday Scenario

No item to display.

Submitting Your Work Scenario Bid

When you have completed filling out all of your work scenarios, you will get a receipt. The receipt means that everything is complete and submitted. You may send yourself an email of the receipt or print it for your records. **If you do not get the receipt screen, your bid has not been submitted.**

Employee: **[REDACTED]**
Transaction time: **8/7/2023 10:59:25 AM**
Transaction type: **Modification**
Bid session: **SDTC 2306**
Division: **SDTC**
Period: **9/3/2023 to 1/27/2024**
Week scenarios:

Rank	Role	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Rest time	Work
1	IAD Day Regular	OFF	6	6	6	6	6	OFF		38h50
2	IAD Day Regular	OFF	54	54	54	54	54	OFF	Yes	44h25
3	IAD Day Regular	OFF	7	7	7	7	7	OFF	Yes	39h30
4	IAD Day Regular	OFF	105	105	105	105	105	OFF	Yes	46h20
5	IAD vxbd day	SVB	SVB	SVB	SVB	SVB	SVB	SVB	Yes	56h00

Scenario for Labor Day - 9/4/2023

No scenario specified

Scenario for Thanksgiving Day - 11/23/2023

No scenario specified

Scenario for Christmas Day - 12/25/2023

No scenario specified

Scenario for New Year's Day - 1/1/2024

No scenario specified

Email

Print

Close

After you submit your work scenarios, you can change them until it is your time to bid.

If you receive this message when submitting your scenarios, you have not submitted enough choices based on the bidding rank for the round you are in. For example, if you are 25th to bid but you only submit 20 choices, you don't have enough choices if the first 20 are taken. You will be required to select a valid choice during bidding via voice (in-person or on Zoom) if your BidWeb choices are incomplete or insufficient. If you are not in the meeting, we must skip you.

Warning



You haven't specified enough preferences to match your rank in the round. You may not have an available preference when your rank is processed. Continue?

Yes

No

Processing Bid Work Scenarios

As bids are processed by the supervisors in the bid room, you can continue to reload your work scenarios. If any part of your work scenario is not available anymore, it will be turn red and show as unavailable. You can either delete the scenario or edit it. It will be skipped during bid processing because the entire week is not available.

Week scenarios (5)

Add Work Scenario

		Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	IAD Day Regular	OFF	6 Unavail.	6 Unavail.	6 Unavail.	6 Unavail.	6 Unavail.	OFF
		Work: 38h50	Rest Time:	Events:				
2	IAD Day Regular	OFF	54	54	54	54	54	OFF
		Work: 44h25	Rest Time: Yes	Events:				
3	IAD Day Regular	OFF	7	7	7	7	7	OFF
		Work: 39h30	Rest Time: Yes	Events:				
4	IAD Day Regular	OFF	105	105	105	105	105	OFF
		Work: 46h20	Rest Time: Yes	Events:				
5	IAD vxbd day	SVB	SVB	SVB	SVB	SVB	SVB	SVB
		Work: 56h00	Rest Time: Yes	Events:				

Your awarded work will look like this once your bid has been processed:

Awarded work

	Work: 39h52	Paid: 40h00	Events:					Holidays				
> KMD Day Relief	Sun 1402	Mon SXB	Tue SXB	Wed SXB	Thu SXB	Fri OFF	Sat OFF	09/04 SXB	11/23 SXB	12/25 SXB	01/01 SXB	

Round 2 – Relief Bidding


When relief bidding is available, you will see another tile in the Bid page of Self Service. You can submit/change your choices until the Cutoff time shown.

Work – Relief Bidding

Division: SDTC
Period: 9/3/2023 to 1/27/2024
Cutoff: 8/20/2023 08:00 AM
Displayed until: 8/20/2023

Your Role (division and day/night category), your days off, and any runs you successfully bid in Round 1 will show as your “Current Work”.

Current work


 **IAD Day Relief**

Work: 40h00 Paid: 40h00 Events:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
OFF	SXB	SXB	SXB	SXB	SXB	OFF

In relief bidding, you will fill in each day of extra board (“SXB”) with a run. You may also choose to stay on extra board for any days. Keep in mind that if you do not bid something and remain extra board, you may be assigned runs if they are left over at the end of bidding, per the collective bargaining agreement.


Just like Round 1, you will create Work Scenarios for each day. Begin by selecting [Add Work Scenario](#).

Click on each day of the week and fill in a run for that day by using the thumbs up button . If your selected run is compatible with any trippers, you may also add a tripper through the “Available extra duties” dialog.

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Available duties for Monday (45/45)

Filter by:
Sort by:
Search for a duty:

5	05:32 AM 05:26 PM	IADGAR IADGAR	Sun.: No Qualif.: Yes	Mon.: Yes Work: 8h14	Tue.: Yes Crew Base: IADGAR	Wed.: Yes Events:	Thu.: Yes	Fri.: Yes Routes: 110,2	Sat.: No Veh.Groups: std	
6	05:59 AM 05:51 PM	IADGAR IADGAR	Sun.: No Qualif.: Yes	Mon.: Yes Work: 7h46	Tue.: Yes Crew Base: IADGAR	Wed.: Yes Events:	Thu.: Yes	Fri.: Yes Routes: 110,12,2	Sat.: No Veh.Groups: std	
7	06:20 AM 06:18 PM	IADGAR IADGAR	Sun.: No Qualif.: Yes	Mon.: Yes Work: 7h54	Tue.: Yes Crew Base: IADGAR	Wed.: Yes Events:	Thu.: Yes	Fri.: Yes Routes: 110,2,4	Sat.: No Veh.Groups: std	

One you have filled in each day (or left some SXB if desired), remember to click [Done](#).

Here is an example of a completed week scenario. You can add as many scenarios as you'd like. Remember that if any of the runs on any day is not available the entire scenario will be invalid and will be skipped during bid processing. You may create many scenarios and combinations of workweeks. As bidding is processed, any run that is unavailable will be highlighted in red so you know to edit or delete the scenario.

Week scenarios (5)

Add Work Scenario

1	IAD Day Relief	Sun OFF	Mon 17	Tue 189	Wed 7	Thu 238	Fri 5	Sat OFF	✕
		Work: 40h23	Rest Time: Yes	Events:					
2	IAD Day Relief	Sun OFF	Mon 12	Tue 189	Wed 7	Thu 236	Fri 7	Sat OFF	✕
		Work: 40h25	Rest Time: Yes	Events:					
3	IAD Day Relief	Sun OFF	Mon 12	Tue 12	Wed 12	Thu 12	Fri 12	Sat OFF	✕
		Work: 43h30	Rest Time: Yes	Events:					
4	IAD Day Relief	Sun OFF	Mon SXB	Tue 17	Wed 17	Thu 13	Fri 17	Sat OFF	✕
		Work: 41h14	Rest Time: Yes	Events:					
5	IAD Day Relief	Sun OFF	Mon SXB	Tue SXB	Wed SXB	Thu SXB	Fri SXB	Sat OFF	✕
		Work: 40h00	Rest Time:	Events:					

Drag and drop to adjust order.

Remember that you can drag and drop your scenarios to reorder them.

When you've completed your work scenarios, make sure to click

Done

 so that you see your receipt. If you don't see your receipt, you have not submitted your bid.

Employee:
Transaction time:
Transaction type:
Bid session:
Division:
Period:
Week scenarios:

8/18/2023 08:09:20 AM

Modification
Relief Bidding
SDTC
9/3/2023 to 1/27/2024

Rank	Role	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Rest time	Work
1	IAD Day Relief	OFF	17	189	7	238	5	OFF	Yes	40h23
2	IAD Day Relief	OFF	12	189	7	236	7	OFF	Yes	40h25
3	IAD Day Relief	OFF	12	12	12	12	12	OFF	Yes	43h30
4	IAD Day Relief	OFF	SXB	17	17	13	17	OFF	Yes	41h14
5	IAD Day Relief	OFF	SXB	SXB	SXB	SXB	SXB	OFF		40h00

Email

Print

Close