
Weekend / Holiday
TITLE: Scheduling **DEPT.:** Operations
WI#: WI-OPS-041 **Author:** Chad Hygema
Written On: 8/30/2016 **Rev:**

JOB TITLES: **Operations Manager, Regional Manager, Operations
Coordinator, Driver Manager, Customer Service Manager,
Customer Service Coordinator, Customer Service
Representative**

1. Once notification from FCA is received that they are working weekend / holiday production our Customer Service team sends e-mails to the supplier group(s) associated with the plant(s) working to confirm their individual shipping schedules.
2. As shippers reply, additional loads are added into our TMW system as needed.

Revision History:
