**ToR ‘focal point vehicle sharing’ / ‘Ride sharing Officer’– 40%**

08-01-2024

General objective:

Make the day-to-day interagency ridesharing activities more agile

Tasks:

**1-Planning, looking for sharing opportunities, dispatching:**

1.1- Liaise with participating agencies focal point to ensure weekly movement plans are compiled and shared (before 14h every day for the following day and on Friday afternoon for the following week)

1.2- Check the shared movement plan on daily basis and actively look for sharing opportunities

1.3- Proactively reach out to participating agencies focal point to incentive ride sharing based on movement plan opportunities identified in 1.2

1.4- Set final destination of movements based on demand from users (daily basis) –(that refers to situations when requests are made to send the movement further away from initial destination)

1.5-Directly overview the shuttle drivers work

**2-Tracking, Monitoring, communicating:**

2.1- Whatsapp communication: Inform before 3pm where the shuttle is allocated on the following day and acknowledges all movement on the WA group

2.2- Be present regularly at shared movements meeting points to collect feedback from passengers

2.3- Take part to biweekly progression meetings to provide updates and share issues/feedbacks encountered

2.4- Actively engage with relevant staff from participating agencies (focal points, drivers…) to make sharing more agile

**3-Data reconciliation:**

3.1- Ensure that the movement plan template file is always ready to be used for the following week (date…)

3.2- On a weekly basis, reconciliate the movement plan so it reflects reality of what has happened during the past week