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3. To organize the work and establish the wages of its personnel and to develop socialist competition and the Stakhanovite movement among drivers and mechanics.
4. To operate the motor vehicle fleet most profitably and thus reduce hauling costs and effect savings.
5. To supply its vehicles with fuel, lubricants, tires, units, parts, and other operating and repair materials which will assure the continuous productive and economical activity of the motor pool and thus accelerate the return of profits.
6. To carry out the planning, statistical, and bookkeeping accounts of the motor pool's productive and economic activities.
7. To organize the management and supervise its productive and economic activities.

In line with these responsibilities, each motor pool has three services, namely, an operational service which does the hauling; a technical service which is responsible for the maintenance and repair of rolling stock; and an administrative service whose functions are to direct the pool's activities, plan and report its work, and carry out the material and technical supply of the motor pool.

Depending on the size of the motor pool, these services are either organized into independent departments and production subdivisions or their functions are performed by individual persons.

Size

In size, motor pools are classified as small, medium, large, or extra large, depending on the number of vehicles in the pool.

A small motor pool is one which has up to 25 vehicles. Its operational service is directed by a dispatcher, and its technical service is directed by the pool's supervisor of technical works through the mechanic and technician. The senior bookkeeper is responsible for planning and accounting, while the warehouseman is responsible for material and technical supply. All office work and account of personnel is handled by a clerk.

A medium pool is one having up to 50 vehicles and all its services or functions are directed or carried out by a special person. The operational service is directed by the senior dispatcher, and the technical service is directed by the senior mechanic. Planning is done by the pool's economist and accounting is the responsibility of the senior accountant. Technical and material supply is the responsibility of the supply technician. There are no departments in this motor pool.

In the large motor pool, which has up to 100 vehicles, the operational, bookkeeping, and supply departments are separate departments. Technical service is handled by the storage garage responsible for safe storage of vehicles, by the lubrication station, and by the repair garage. Sometimes, there is a technical department in this size motor pool. The administrative service includes the manager of the pool and an inspector for personnel and special work.

In the extra large motor pool, i.e., one having more than 100 vehicles, the operational department is composed of the freight crew, dispatching crew, road-control crew, and a special loading and unloading crew. In addition to

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this department, there are found in this size motor pool the planning department, department of labor and wages, department of personnel, administrative and economic department, a technical department, and the department of the chief mechanic. The rolling stock is distributed among motor columns.

The following gives the table of organization for common-carrier motor pools of various size and character. The pools are divided into five classes, according to the number of vehicles in each.

Motor Pools Having Up to 50 Vehicles

<u>Duty</u>	<u>Number of Persons</u>		
	<u>First Class</u> (10-15 vehicles)	<u>Second Class</u> (15-30 vehicles)	<u>Third Class</u> (31-50 vehicles)
Chief	1	1	1
Technical director	--	1	1
Economist	--	--	1
Senior mechanic	--	--	1
Mechanic	1	2	2
Technician	--	1	1
Senior dispatcher	--	--	1
Dispatcher	1	2	1
Senior bookkeeper	1	1	1
Bookkeeper	--	--	1
Accountant-treasurer	1	1	1
Supply technician	--	--	1
Warehouseman	1	1	2
Secretary-typist	--	1	1
Total	6	11	16

Motor Pools Having More Than 50 Vehicles

<u>Duty</u>	<u>First Class</u> (51-75 vehicles)	<u>Second Class</u> (76-100 vehicles)
Chief	1	1
Chief engineer	1	1
Senior engineer	--	1
Technician	1-2	1
Senior economist	0-1	1
Inspector of new personnel and special work	1	1
Motor pool manager	1	1
Secretary-typist	1	1
Timekeeper	--	1
<u>Department of Operations</u>		
Department chief	1	1
Senior dispatcher	1	1
Dispatcher	2	2-3

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	<u>First Class</u> (51-75 vehicles)	<u>Second Class</u> (75-100 vehicles)
<u>Bookkeeping</u>		
Chief bookkeeper	--	1
Senior bookkeeper	1	1
Bookkeeper	1-2	1
Accountant	--	0-1
Accountant-treasurer	1	1
<u>Department of Supply</u>		
Department chief	--	1
Supply technician	1	1
Warehouseman	2	2
<u>Garage and Repair Shop</u>		
Garage chief	1	1
Senior mechanic	1	1
Mechanic	2	2
Chief of repair shop	--	1
Foreman	0-1	1-2
Technician	--	1
Total	21-25	29-32

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