



SHUTTLE DRIVER TASK DESCRIPTION

LOCATIONS + ASSIGNMENT TIMES:

Friday, June 16: Your shuttle driving shift will be provided to you in June by ALA staff.

Saturday, June 17: Your shuttle driving shift will be provided to you in June by ALA staff.

Sunday, June 18: Your shuttle driving shift will be provided to you in June by ALA staff.

ALA will provide Shuttle Drivers with vehicles for the weekend (unless otherwise discussed prior to event), along with gas cards to use for fuel for the duration of the weekend. You may be asked to pick up your rental vehicle on Thursday and return it on Sunday afternoon. If you are not picking up a rental vehicle, you will report for your assigned shift and take over driving duties from the previous driver at that time.

ASSIGNMENT DETAILS:

Shuttle drivers will transport Trekkers, volunteers, and luggage to and from locations both on campus and off campus on predetermined shuttle routes. Your route will be provided to you at the Trek.

- Provide transportation for trekkers & luggage along your designated route.
- Record the number of passengers that you transport on each trip.
- Obey all rules of the road and ensure a safe trip for all passengers.

*If you picked up a shuttle vehicle prior to the Trek, you will be asked to return it to its original location on Sunday, June 18th. Please be sure to replenish gas to the level at which you received it. Please keep all gas receipts and mail them to the ALA after the Trek.

ADDITIONAL NOTES:

- Your volunteer materials will be mailed to you prior to the Trek. You will receive the following: t-shirt, name badge, gas card, meal bracelet, shuttle schedule, campus & route maps, vehicle pick up information, and Trek magnet.
- Park your 15 passenger shuttle vehicle in the designated area at Bates or in the designated parking lot at Saint Joseph's when you arrive at the Trek each day.
- Report to volunteer lead for detailed instructions, Darryl Touchette.
- Additional and more specific details will be provided by ALA staff in June.

***If you are staying overnight at the Trek, please travel to fixed facility for the night (Bates or Saint Joseph's College). Rooming assignment information will be available at the Volunteer Check In Booth (booth closes at 3 PM).**