



## PM Shuttle Check-In Job Description – Woods Hole

**Overview:** The PM Shuttle Check-in Volunteer is the point person in Woods Hole as the Ride wraps up who makes sure the bike transport trucks and cyclist shuttles are in place, greets all of the riders with their bicycles, makes sure the right bikes are on the right trucks, checks the rider names off of a shuttle list, accounts for any missing riders, tells the trucks and shuttles when to depart, and breaks down the station once the trucks and shuttles are underway. The volunteer packs all station materials into the equipment truck at the end of the shift.

**Timing:** 1.5-hour shift: 4pm load bikes and answer questions, bike trucks leave at 4:45pm if possible, shuttles depart at 5pm, job ends at 5:30pm.

**Detail & Contacts:** see Truck & Shuttle schedule for details and contact names and numbers.

**Important:** PM shuttles return riders and bikes to all 3 start lines. Bikes for 41/Mattapoisett are in one truck, bikes for 77/Westport and 100/Sakonnet Point are together in a second truck. **Help to make sure that 100 and 77 mile bikes are kept separate on their truck. Please make sure that every rider you check in has their bike in the right truck.** Bike trucks should leave as soon as they are packed to get ahead of the rider shuttle – ideally 15 minutes before the shuttle buses - leaving time to unpack bikes before the people arrive.

### SHUTTLE CHECK-IN SUPPLIES

Item	Qty.	Source	Transport	Packed	Rec'd	Notes
Name tag	1	Event Manager				
Finish Line site map	1	Event Manager				
Clipboard & pen	1	BBC Marion				
Shuttle check in list	1	Event Manager				
Trucks & Shuttles sked	1	Event Manager				
PM Shuttle Check in EQ list	1	Event Manager				