

Game Day Operator Instructions

Pay sheets: Use Blue Tripper sheet and fill out completely

Include; Route/Date/Employee#/Print and Sign name/Shift Pay time/Mileage/Vehicle #/Garage start

Altered Service Time (Annotate your time when you make your first pick up of passengers. Also, when you are approaching your last passenger drop off)

Out of Service Time (Annotate when we go out of service such as start of game and lunch, then end that time at the start of fourth quarter)

Circle Shuttle (Football)

Fares: Regular service fares until 3hrs before the game. 3hrs before the game – \$5 fare is in effect until kick off. At the beginning of the game we will become fare free until 3hrs after the game ends. 3hrs after the game, we resume regular fares.

Mentor: TBA

Exceptions: E Lot (free passes), W Lot (free passes), VT IDs(now accepted as fare anywhere), Monthly passes(now accepted as fare), all Christiansburg routes and Two Town Trolley(regular service fares)

- ✓ Be aware of traffic! Depending on the opponent, traffic will become heavy significantly.
- ✓ On campus drop offs are at the Cassell Coliseum; however, as traffic gets heavier closer to game time, you may drop your passengers off in front of Litton Reeves at the cross walk. If convenient, drop off in front of McComas Hall so you do not have to get into the non moving traffic on Washington St. In this case, be sure to instruct all passengers that the Coliseum will be their pick up location.
- ✓ If Mentor Task are available, you will start your task at the location of your first pick up from base. As you make it to campus, we will have a staff member at a campus location to send you the next task needed. When you reach Cassell Coliseum and drop your passengers, stop the task you're on and start the one sent to you. At no time should you have to call for your next task.
- ✓ DO NOT call in 10-46 (it will be excepted and another bus follows)
- ✓ DO NOT call in 10-17 (another bus follows)
- ✓ Be sure to put "Bus Full Another Follows" on your illuminator and 10-18 to campus for drop off.
- ✓ If there is an accident and you are caught in traffic, call to alert dispatch as well as other operators in that area to use a different route, if possible.

- ✓ You may have to travel on roads not associated with our routes. If so, understand your limitations of space needed for your bus – **SLOW DOWN** and be safe!
- ✓ Use the directions given for each route, the next available or the fastest route and allow adequate spacing for the other buses on the same route.
- ✓ Passengers will be happy, rowdy and possibly intoxicated. Therefore, you are expected to be professional at all times because they will only be riding briefly; bring them to the Coliseum and make your drop off.
- ✓ Open containers are not permitted on BT buses, however carrying other *closed* containers is permitted. If you hear containers being opened while in transit, remain professional and continue to your destination to drop off your passengers.
- ✓ Load your buses to capacity having all front seats in the upright position. Remember, all passengers must be behind the White Line!
- ✓ Again, vehicular traffic **WILL** get heavier as it gets closer to game time and this includes foot traffic in all locations. Be Alert, Aware, and Use Caution!
- ✓ I will call for “All Game Day Shuttles” to work your way towards Cassell Coliseum as traffic slows down and the game is about to begin. When parking at Cassell, there will be supervisors directing you into spaces. After your bus is parked, shut it off, close all windows and roof hatches, turn off all interior lights, shut off 4 ways, close the doors and chalk your wheels. Now your bus is secure!
- ✓ There will be 2 designated buses running continuous during the game. The pick-up location will be at the end of the line of buses closest to the “Blue” sign just past Spring St. (Look for the “shuttle Pickup” signs)
- ✓ Your bus will be in one of the 4 designated areas to return passengers after the game or in one of the locations on central campus by a Supervisors direction.
- ✓ The “**Green**” sign at the very front of the line, (in front of the VT Basketball Practice Facility) is designated as the P2 off sight parking lot (parking lot at middle school) which includes the Hethwood/Foxridge area.
- ✓ The next in line “**Red**” sign is designated to the North Main, Red Maple, Seneca Circle and Harding/Windsor Hills area.
- ✓ The next in line “**Yellow**” sign is designated to the Toms Creek, Patrick Henry, Progress, Seneca Circle and UCB area.
- ✓ The next in line and closest to Spring St. “**Blue**” sign is designated to the South Main, Downtown, First and Main and Professional Park area.
- ✓ We will have lunch as soon as all buses are parked! All those wanting to go to the game are allowed to do so, with the use of your BT badge as your pass at gate 6.
- ✓ In the case of inclement weather, we may have to stay with our buses in order to have continuous service for those passengers needing to return to their cars. Otherwise, just before the 4th quarter begins, all operators are expected to report to their buses.
- ✓ Around the time the 4th quarter begins and we start our out-bound service, we only load one bus at a time by direction of a staff member at each designated area. All other buses will display “Not in Service” and remain in place with their doors closed. **DO NOT OPEN YOUR DOORS TO LOAD PASSENGERS WITHOUT THE INSTRUCTION OF THE STAFF MEMBER PRESENT!**

- ✓ When your bus is loaded to capacity and you are instructed to leave for your destination, all buses exit campus by way of Stanger St. and return to campus by way of Stanger St displaying "Not in Service!"
- ✓ (By game end time, all campus traffic is forced out, so West Campus, Tech Center Dr. and Southgate turn into out-going lanes of travel. The only in-bound direction to campus towards the Coliseum will be, Stanger St. through the Drill Field, to West Campus, left headed to Cassell for more passengers)
- ✓ Any questions, contact Carlton English.

Updated: August 2016