

# Bus Driver's Checklist

## Friday

- ☐ Get keys from the host
- ☐ Trade phone numbers with your host \_\_\_\_\_
- ☐ Inspect vehicle exterior
- ☐ Inspect vehicle interior
- ☐ Log odometer reading
- ☐ Depart DCPC
- ☐ Arrive Urban Ministries (Map 1)
- ☐ **NOTE:** If you run into traffic and will be **LATE**, please call **Ron Sheppard to let him know: (336) 210-4445**
- ☐ Pick up guests
- ☐ Get list of guest from Urban Ministries representative
- ☐ IF you have a 2<sup>nd</sup> DCPC rep with you, have them contact the host with an ETA
- ☐ Arrive DCPC
- ☐ Provide host with list of guests
- ☐ Debrief host on any issues
- ☐ Maintain keys overnight

## Saturday

- ☐ Arrive DCPC NLT 0800
- ☐ Vehicle (exterior) visual inspection
- ☐ Vehicle (interior) visual inspection
- ☐ Meet with host
- ☐ Load guests (head count)
- ☐ Ensure each guest has a lunch
- ☐ Depart DCPC approx. 8:30 am
- ☐ Arrive Transit Center NLT 9:30am
- ☐ Return bus to parking lot behind Congregation House
- ☐ Report any issues or concerns to the host
- ☐ Return keys to DCPC administrator's office (RITI envelope can be placed in the slot in the door – interior hallway)

If bus needs gas, use the Cashion's card. Preferred location is the Cashion's at Catawba & 115.

## **Bus Driver's Directions**

### **Friday: Urban Ministries – 945 N. College Street, Charlotte, NC 28206**

#### **Interstate Option**

- ☐ I-77 South
- ☐ I-277, Brookshire Fwy E
- ☐ Exit 3A, [Brevard/Davidson/McDowell]
- ☐ Left onto N. College
- ☐ Get in far right lane
- ☐ UMC entrance is to the left at the end of N. College
- ☐ Proceed to the end of the turnaround
- ☐ Park in front of UMC bldg

#### **Back roads to I-485 Option**

- ☐ Take Concord Road
- ☐ First exit at traffic circle
- ☐ Turn left on NC 73
- ☐ Turn right on Ramah Church
- ☐ Turn left on Hiawasee Rd
- ☐ Turn right on Concord-Huntersville Road
- ☐ Turn left on Asbury Chapel Road
- ☐ Turn right on Eastfield Rd.
- ☐ Turn left on NC 115
- ☐ Turn left onto I-485
- ☐ Merge onto I-77 S
- ☐ See “Interstate Option”

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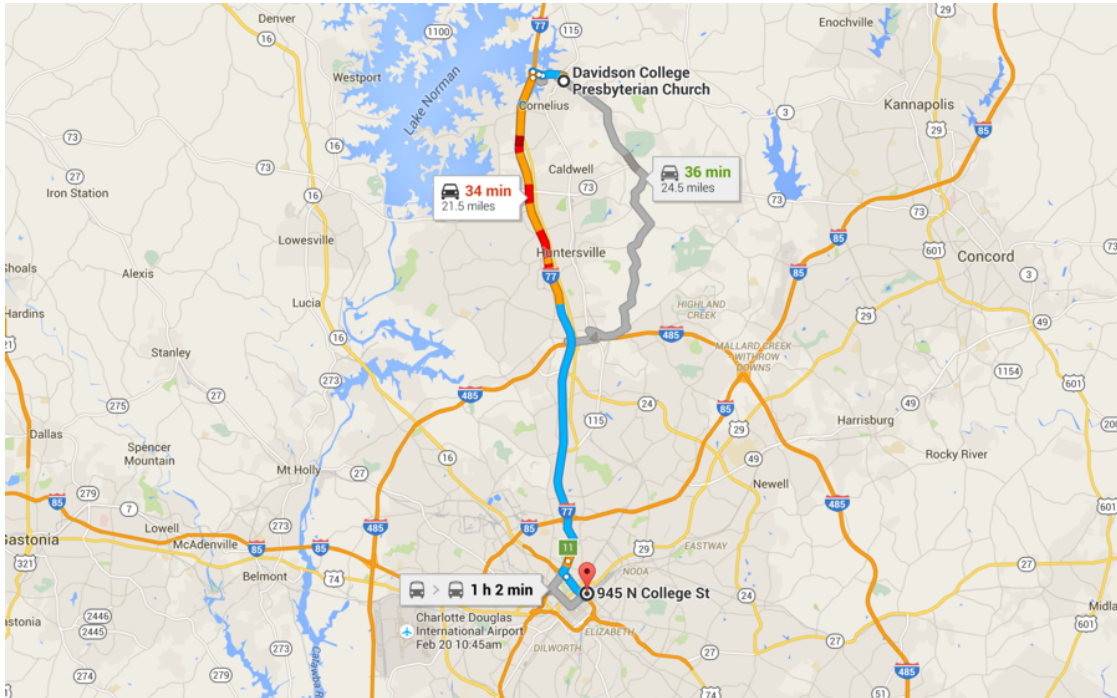
### **Saturday: Charlotte Transportation Center – 310 E. Trade St.**

#### **Interstate Option**

- ☐ I-77 South
- ☐ Exit 10B, W. Trade Street
- ☐ 310 East trade St.,
  - between East trade and 4th street and N. Brevard and College streets.
  - Drop off on 4th street.
- ☐ Use the “back roads” option to get to I-485 if you have a traffic back up on I-77.

## Bus Driver's Maps

**Friday: Urban Ministries – 945 N. College Street, Charlotte, NC 28206**



**Saturday: Charlotte Transportation Center (W. Trade ST)**

