

BUS CAPTAIN RESPONSIBILITIES

BE AVAILABLE IN THE HOLDING ROOM ASSIGNED FOR YOUR TOUR AT LEAST 30 MINUTES BEFORE DEPARTURE TIME

ENSURE ALL ATTENDEES ARE WEARING THEIR AME NAME BADGE. THEY DO NOT GET ON THE BUS WITHOUT IT!

1. Go to tour registration desk and pick up the last minute sign in sheets. Check off attendee list in your holding room and give attendee a ticket when you check them off. Approximately 5 minutes before departing room, go to stand by list to fill the number of seats allowed on the tour. **Depart holding room 10 minutes prior to departure time and make sure bus leaves on time - the bus will depart (*insert location*). Each bus will have a sign in the window - check you have the correct bus.** Take ticket back from attendees as they board the bus, if you have given out blue tickets and someone hands you a green one, you know they are on the wrong bus!
2. Ensure maps to tour site are on bus and with driver. Bus captain should call host company when leaving hotel and approximately 15 minutes away (unless it is a close drive.)
3. Make any announcements required.
4. Review tour hosts requirements (will be available, where necessary):
 - Safety requirements
 - Name tags
 - Sign in sheets
 - Confidentiality agreements
 - There may be a video to play on the way.

GET OFF THE BUS FIRST, CHECK TO SEE THAT THE SITE IS READY FOR YOU, THEN LEAD THE GROUP INTO THE BUILDING.

5. Keep tour groups together during tour - watch for stragglers. Make sure all schedules are carefully adhered to.
6. At end of tour, while still in the building, have the attendees fill out the two-part form, give the white one to host and **attendees keep** the yellow one for future reference.
7. Thank tour host and present plaque at end of the tour. If company is doing one or more tours, the plaque will be presented on the second or last visit.
8. On the bus, engage with attendees, i.e. one great idea they saw that they can use at their facility. **Ensure AME evaluations are completed by everyone on the return trip to the hotel – tell them they don't get off the bus until they do!**
9. **RETURN COMPLETED EVALUATIONS IN THE ENVELOPE PROVIDED TO THE AME REGISTRATION DESK IMMEDIATELY ON ARRIVAL AT THE HOTEL - THIS IS CRITICAL .**