

**WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME: **Transportation Shuttle**
RESPONSIBLE TO: 3rd Vice President
EFFECTIVE DATE: October 2019

COMMITTEE #: **450**
AREA: **IV**

RESPONSIBILITY:

Provide adequate and available transportation of members from parking areas to rally functions within the rally grounds.

COORDINATE WITH:

Rally Manager, Property Logistics, Sign Shop, Sign Placement, Member Services

SPACE ARRANGEMENTS:

Space to park golf carts and/or tractor and shuttle trolleys.

EQUIPMENT NEEDED:

Prefer 4 or 6-person golf carts. Trucks or tractors with shuttle trolleys can be used.

SUPPLIES NEEDED:

Fuel.

COMMITTEE REPORTS:

Provide the Rally Committee Final Report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES:

1. Establish available mode(s) of transportation.
2. Prepare basic schedule, routes and operation plan.
3. Recruit enough drivers to staff all shifts that shuttles will operate.
4. Establish route and bus stop/pickup sites in coordination with Rally Arrival Team to determine where members will be parked.
5. Provide Member Services with schedules.
6. Request Sign placement to install/remove "Shuttle Stop" signs as required.
7. Return equipment to Property Logistics before end of rally.