

Responsibilities for Friday May 19, 2017 Bus Tours

Financial Team Leader

1. Post Bus Tour Manifests outside Hospitality Room at least 2 days prior to scheduled Bus Tours.
2. Post Bus Tour Schedules outside Hospitality Room at least 2 days prior to scheduled Bus Tours with note only 55 passengers can be boarded per tour bus on a “first come, first serve” basis at the posted loading times. **(NOTE, we need to discuss this as to how we can assign passengers to certain loading times to avoid confusion and people missing paid tours. Perhaps we post a sign-up sheet limiting 55 passengers to scheduled loading times.)**
3. Pick up parking meter hoods from City of Oklahoma the 2 days before the scheduled Bus Tour(s).
4. Prepare Bus Tour Manifests for Bus Tour Commander.
5. Email loading instructions to paid Tour passengers at least 2 days prior to scheduled Bus Tour.
6. Prepare Signage Poster Signs for “National Cowboy & Western Heritage Museum” or “45th Infantry Division Museum” for tour busses.

Bus Tour Commander

Each Bus Tour will have 1 Bus Tour Commander with overall responsibility of the Bus Tours & will have the following Responsibilities:

1. Pick up Bus Tour Manifest (paid passengers) from Financial Team Leader the night before the Bus Tour(s).
2. Pick up parking meter hoods from Financial Team Leader the night before the scheduled Bus Tour(s).
3. Pick up Signage Poster Cards for tour buses from Financial Team Leader the night before the scheduled Bus Tour(s).
4. Install hoods over parking meters along the street curb in front of the Sheraton Hotel at 100 North Broadway before the tour buses arrive.
5. Meet Tour Buses and have the busses park along the street curb in front of the Sheraton Hotel.
6. Have each Bus Driver place a Signage Poster Card inside front window with either “National Cowboy & Western Heritage Museum” or “45th Infantry Division Museum” to be kept there all day to insure Attendees board the correct tour bus.
7. Oversee the loading operation.
8. Have a cell phone with the cell phone numbers of all the Bus Captains to enable communication when needed.

Bus Captain

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Each Bus will have at least 1 Bus Captain (who will report to the Bus Tour Commander) & will have the following Responsibilities:

1. One Bus Captain can serve as the Bus Tour Commander.
2. Bus Captains report to the Bus Tour Commander.
3. Only allow Attendees to board bus who present a prepaid Admission ticket and are wearing a Reunion Badge Holder with their Name Tag to match the Bus Tour Manifest.
4. Make sure the right colored Admission ticket is for the Tour Bus being boarded.
5. Collect & keep the Admission Tickets from boarding passengers.
6. Place a check mark beside the name of the boarding passengers on the Bus Tour Manifest.
7. Notify the Bus Tour Commander when loading process has been completed.
8. When picking up Attendees at Museums returning to the hotels, place an “X” through the check mark by the name of the returning passenger. This is to make sure that all Passengers have been returned back to the hotel before the end of the day.
9. Report any missing passengers to the Bus Tour Captain at the end of the final tour.
10. Count the number of admission tickets and give the total along with the collected tickets and Bus Tour Manifests to the Financial Team Leader at the end of the tour. This is to control any requested refunds.
11. Adhere ABSOLUTELY to the posted time schedules- no EXCEPTIONS allowed.