



TRANSPORTATION

Volunteer Role Date Range: March 13 to March 17, 2019

Hours Required: Minimum 6 hours

Reporting to: Transportation Team Lead

Location: Various

Festival transportation moves people and things. Drivers are often artists' first face-to-face contact with the festival. Be on time, courteous, and respectful. Be mindful that some artists may enjoy visiting while some may be exhausted from travel.

Before shift:

- Communicate with your team lead or volunteer coordinator to ensure schedule for pickup and delivery is up to date.
- Find out if you are picking up artists or gear for the festival.
- Check that you have contact numbers and addresses for the artists, hotel/billets and venues.
- Plan your driving schedules and routes. (Always be on time)
- Find out from team lead if and where to pick up artist kit for artist and take to the airport. Ensure that you give the kit to the artist as this has important information regarding the artist schedule.
- Find out from team lead where to pick up festival dash sign.

Start of shift:

- Check to see where, what, and who you will be driving.
- Check flight schedule before driving to the airport.
- Call your team lead to sign in and to check if there are changes.
- Be on time for all pickups.

Picking up from the airport:

- Use a festival sign on the dash of your car wait in cell phone area for a call from the artist when they arrive.
- Find out from artist what area they are in and describe your car to them.
- Drive to the pickup area and greet, load in your car.
- Give the artist package to the artist

Picking up from hotel/billet or venue:

- Call the artist to let them know what time you are arriving, tell them what you are driving, and ask them to watch for you.

All pickups:

- Follow same procedure of checking schedule for pickup and delivery times, and communicating with team leads.
- Help the artist collect their equipment, and load it into and out of the car. You should know how many people and how many cases are being picked up to ensure your vehicle is large enough.
- If picking up festival equipment, be sure to know what time and where to pick up and drop off.

End of shift:

- Call team lead or volunteer coordinator to sign off your shift.

Receipts

- If needed, volunteers driving more than 3 shifts may be reimbursed gas costs incurred while volunteering.

Skills required:

- Organization
- Leadership
- Job task planning
- Excellent oral communication
- Decision making and problem solving