

# **JW CONVENTION BUS CAPTAIN INSTRUCTIONS**

Sovereign Center • 700 Penn Street, Reading, PA 19602

## **BUS COMPANY**

- With your bus contract, be sure to make arrangements with the bus company to handle situations if the bus does not arrive at the congregation site on time or breaks down on the way.
- Obtain the bus company's dispatch and emergency weekday and weekend telephone numbers and keep them with you. It is recommended that the bus company information and these numbers be posted on the congregation's information board during the days of the convention.

## **BUS DRIVER**

- Please note that you may have a different bus driver each day.
- Make specific arrangements with the bus driver each day for pick-up times at the congregation and at the convention site.
- **Give a copy of the enclosed Convention Bus Directions each day to the bus driver.**

## **PASSENGERS**

- It is recommended that you make a list of passengers with a cell phone number for each family head to assist you if someone is missing.
- To avoid confusion, the congregation name should be clearly visible in the front and side windows of each bus.

## **DEPARTURE SCHEDULE**

- The convention will contact you in advance to obtain the number of buses and any specific time-of-return contract restrictions. You will be informed where (Penn Street, Cherry Street, or Lot 10) and when you are scheduled for departure from Reading. It is good to inform passengers of both the Kingdom Hall and the convention departure times before the convention so they can inform others who may need to know.

## **APPROACHING READING EACH DAY**

- If requested, when the bus is approximately 10 minutes from Reading, call the Convention Parking Desk at \_\_\_\_\_ for additional instructions.
- Just before arrival each day, inform passengers where (Penn Street, Cherry Street, Lot 10) and when the bus will depart as scheduled by the convention. Some congregations have made small slips of paper that will fit behind a badge card with this information to hand out to the passengers each day.