

CAST Bus Team Duties

1. Meet at the Prince of Peace parish hall at 6:15pm – POP Address is 621 /cedar Road Chesapeake VA 23322. There will always be a Bus Team Leader each evening who has done this before. The four person team will have one member ride on the bus leaving POP at 6:30pm down to the CAST bus stop and back. The other three will ride down in one vehicle separately. One bus team member will also ride back on the loaded bus to POP..
2. The pickup location is the City “We Care Resource Center” at 1468 South Military Highway. The guests will probably be lined up in the parking area before you get there. We can comfortably handle 50 guests; but the bus is limited to 41 plus the Bus Team member. Women and children automatically get a spot on the bus. Their husbands, partners, adult brothers or sons do not get special preference over other males. If a father without a mother has children then he will get a spot on the bus with his children.
3. The CAST organization allows people to follow the bus in their own privately owned vehicle.
4. Before getting on the bus, or before departing by car, everyone will be processed through intake, including an option for random blowing of a breathalyzer - 0.08 is legal limit and maximum level allowed.
 - a. We check identification against a banned list of people that cannot participate in the program.
 - b. We provide a POP weekly sign-up sheet.
 - c. We list names on a Guest intake form.
 - d. We screen guests for belligerence or inebriation. If they are a likely danger to others or cannot control themselves then they cannot come to the church.
5. Announcements at intake must include the following:
 - a. No registered sex offender will be accepted. All guests will be verified for acceptance.
 - b. No weapons, drugs, or alcohol will be admitted.
 - c. No currently housed guests will be admitted.
 - d. No pets will be admitted unless specified as a certified therapy animal with up-to-date paperwork.
 - e. **INFORM GUESTS THAT THAT THEY MUST SIGN AN AGREEMENT AT THE CHURCH (ONCE PER SEASON) LISTING THE RULES**
 - f. We allow smoking outdoors at POP.
6. If there is a family, parents are informed that they must directly supervise their own children. If need be, parents should be reminded that they are responsible for their children’s behavior. Parents shall be told that ForKids will be contacted to be made aware that there are families in need in Shelter this week. Parents should contact Shirley Brackett with ForKids at 757-622-6400, ext119. Typically, calls are returned within 24 hours.

7. If there are more than 50 people then we will conduct a lottery to determine who can come to the Church by bus and by car. The Team Leader will run the lottery.
- 8. THE BUS MUST NOT LEAVE THE PARKING LOT BEFORE 7:15 PM.**
9. After the bus is loaded, telephone the church with the number of guests that are on the bus. Also indicate the number of women and children. Make sure you include the numbers who are following in autos.
10. When you arrive at the church, the guests will be brought through the atrium to the narthex, then into the parish hall to check in. The team members help the guests off of the bus, serve as greeters outside and lead them through the atrium hallway into the common area outside the worship space for check-in.
11. One person will also be required to ride the bus in the morning. That person is there to assist the driver in the case of any problems on the bus and involves riding the bus down to south Norfolk, dropping off the guests and returning to POP, The bus departs approximately 06:30am and is generally back to POP by 7:30am.

If you have any problems or questions, call John Nogosek: 757-646-5601.