

# Job Description: Bus Captain

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## Who Are We Looking For?

A responsible adult from the sponsoring state who is comfortable spending their volunteer hours riding a bus back and forth to clinical skill sites.

## Why Do We Need You?

Many of our clinical skill events take place at partner facilities offsite from the main conference facility. We need Bus Captains to ride the event bus with competitors to ensure no one gets left behind, and to ensure competitors are dropped off at the correct locations.

## Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless if you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix G at <http://hosa.org/appendices> .

## Event Personnel Orientation

- Attend the *mandatory* Event Personnel Meeting for your scheduled event in which all event personnel attend to learn their roles.
- There is an Event Personnel Orientation scheduled before each round (if applicable) and typically they are scheduled 45 minutes – 60 minutes prior to the start of the event. You need to attend the orientation for the round 1, round 2, and/or both rounds depending on what you have been assigned by your State Advisor.

Before the event, the Bus Captain should receive a folder with the following information:

- Competitor Lists (for *all* events you are responsible for overseeing on the bus)
- Map to event site
- Map of drop off area/any special directions regarding drop off location
- Bus Schedule
- Schedule At A Glance
- Contact information for other event personnel who will be at the site (Event Manager, Quality Assurance, etc.) Bus Coordinator, and Off-Site Event Chair

The Bus Captain will meet with the Bus Coordinator and Off-Site Event Chair to ensure everyone understands their role and is on the same page. This meeting will be coordinated by the Event Lieutenant at a time that works for all parties involved – typically on the Wednesday of ILC.

## During the Event

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you there.

- Report to the bus departure location at least 30 minutes prior to when the competitors are scheduled to depart.
- Work with the Bus Coordinator and the Off-Site Event Chair to troubleshoot as issues arise (bus is late, bus got lost, event is running late, stuck in traffic, etc.).
- Communication is KEY! The Bus Captain should communicate often and effectively with the Off-Site Event Chair about the status the event transportation.
- Greet competitors as they arrive for the bus departure and ensure they are in the right place and getting on the right bus.
- Document on the competitor lists who gets on and off the bus and where, so there is an accurate record of the location of the competitors. At any point, if asked, you should be able to answer questions about competitor whereabouts.
- Stay on the event bus for the entire shift! Never let competitors ride the bus alone.
- Complete their scheduled shift as assigned by the State Advisor.

- In some cases (for long days offsite) there may be two Bus Captains assigned to share the workload. In this case, you should work with the other Bus Captain to share the status of the event and competitors prior to making any shift changes and passing along paperwork.
- Make competitors feel welcome and secure in the off-site process.
- Answer questions from advisors about competitors as needed.

## After the Event

- The last shift Bus Captain makes sure all competitors have returned to the bus before departure back to the main conference facility.
- Return all bus paperwork to Event Manager and debrief.
- Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.