

TRANSPORTATION DEACON

MISSION/PURPOSE

To provide safe transportation via golf cart to those in need from the parking lot to the church entrance.

PROCEDURES/PROCESS

First Service

1. Arrive at least thirty (30) minutes prior to the start of the service.
2. The golf cart will be fully charged and parked in the covered drop off area at the Sanctuary entrance.
3. Perform a walk around visual inspection of the cart. Take a moment to wipe off the seats or any other areas necessary for a good passenger experience.
4. Check the horn, lights and tires.
5. Obtain a two-way handheld radio from the security room (next to room 107). The golf cart operator, in addition to providing transport, are important eyes and ears in the parking lot. Report any suspicious issues or concerns via radio to the Sheepdawgs (security team). The radio must be set on channel 1.
6. The golf cart operator is also often the first person to greet a new passenger coming to church. Make them feel welcome.
7. Exit the golf cart when picking up a passenger(s) to assist and ensure that all passengers are seated and all belongings are secured.
8. Assure visually all passengers are properly seated before moving. Children love to ride on the rear-facing back seat. All children, regardless of seating position, should use their seat belts.
9. Ask every rider to remain seated until the golf cart comes to a complete stop.
10. Upon arrival at the Sanctuay entrance, assist with passenger exit as needed.
11. While driving, do not go fast. Keep speed to that of a brisk walk.
12. After the worship service, return to the cart and begin the process of taking anyone wishing to do so, a ride back to their car.
13. The driver for each of the next services should arrive thirty minutes prior to the start of that service for handover from the previous driver.

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14. Upon his/her arrival, hand over the two-way radio. The new driver should conduct his/her own walk-around inspection before proceeding.

Last Service

1. The driver for the last service will follow steps 6-12 above.
2. At the conclusion of the last service, and after all passengers have been driven to their cars, the golf cart is to be placed inside the building entry. This may have to be coordinated with someone staying until the church is clear of all attendees.