

## Responsibilities of Airport Captain

### On arrival at the Airport:

1. You and your co-Captain will be the contact at the Airport for everyone arriving and taking the shuttle on Thursday, August 30<sup>th</sup>.
    - a. The participants will communicate with you via your cell phone for any transportation issues that day.
    - b. It's your job to deal with whatever situation arises and talk with the event Co-Chairs to discuss how to resolve said issue.
    - c. **Your name and phone number will be listed on the meeting location document sent to everyone using the Mosaic Shuttle.**
  2. Coordinate getting everyone into a group at the designated meeting location.
    - a. Organize the group at the airport to establish alternating volunteers to watch the growing pile of luggage, giving turns for people to get food, use the bathrooms, etc.
    - b. Check people off on a list (that we will provide) to account for everyone in your group.
    - c. People may arrive who are not on the list. They can join the shuttle up to a maximum of (TBD) people. Write down their name and inform them of fees. They will be charged \$64 Round Trip fee or \$35 one-way fee + \$18 Change Fee. Let us know who these people are when you arrive in camp.
  3. We will send you three luggage tags per person which will mark everyone bags to which they are staying in camp. This will expedite the luggage handling process upon arrival at camp.
  4. Communicate with the bus company and their driver to coordinate their arrival to the airport. Work out any last-minute changes to the pick-up location and time. Coordinate any time changes for the hotel pickup.
    - a. We will attempt to provide a cell phone number of the driver but this may not be possible ahead of time.
    - b. We will be providing Airport Captain cell phone numbers to the bus company and the Pre-Trip Chairpersons.
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5. The bus is schedule to arrive by 2:00 pm. We will attempt to pre-determined the bus meeting location, but issues may arise that require adjustments.
    - a. One co-Captain should meet the bus to confirm the location. Upon bus arrival, return to direct the group to the pickup location.
    - b. The second co-Captain should stay behind until the last moment to catch any stragglers.
    - c. Please use your cell phone to communicate.
    - d. Everyone is responsible for loading their luggage.

## 6. LEAVE ON TIME.

- a. Please leave by 2:32 pm.
  - i. We are expecting you to arrive around 5:00. Dinner is at 6:00. There is does not leave much time to get your participant packets, move all luggage to the cabin and be ready for dinner.
- b. Anyone left behind can see the public bus schedule posted on our [Transportation Page](#). We will provide you a list of people passing by the airport on the way to camp that may be able to pick up stragglers. Communicate with event chairpeople about who missed the bus.

## While in Transit to Camp

1. The bus is scheduled to make a stop to pick up people attending the Pre-Trip. Coordinate with the Pre-Trip Chairs about arrival time to the hotel.
2. Communicate with the event chairpeople to advise of the progress of the shuttle.
  - a. Call/text when you leave the airport and hotel.
  - b. Call/text when you get off the interstate to allow us to clear a path for the bus in camp.
3. Organize mixers on the bus. You will have 1.5 to 2 hours to get everyone introduced to everyone else.
4. You will receive the room assignments via email in a format that can be handed to participants. Please print this document to bring on the bus. During the day of the trip, the event chairperson will send/call any last-minute updates to the room assignments for correction to the documents. Please provide the final room assignments to the participants during the bus ride. Make sure they update their luggage tags once they get off the bus.
5. Liaison between the group and the bus driver:
  - a. For everyone's safety and to keep the Bus Driver happy, it is important we limit the number of people telling the bus driver anything. Past experiences dictate that the ONLY person communicating to the Bus Driver is the Bus Captain.
  - b. Bus Driver is in charge at ALL times. Whatever the Bus Driver requests he/she gets. Your job is to make their request happen.
6. As navigator your job is to help the bus driver get to camp and back to the airport. We will provide you with detailed directions later. Please spend time before the event to review the information we send you. Please use GPS as a tool as well. The bus driver may NOT be familiar with the local area as the bus company is not from the local area we are heading.

## From Camp to Airport

1. Sunday night of the event we will hold a Departure meeting. During the meeting, you and your Co-Captain will review departure procedures (we will provide/review before the event).
2. Loading the bus
  - a. Everyone is responsible for loading their luggage. Do not try to help by picking up bags that are hanging around. They may not be for your vehicle.
3. Check-in everyone in on the list provided to you. Any participants not on the list wanting the shuttle can be accommodated, space allowing. Add their name to the list and notify the chairpeople after the event. We will then charge him/her \$35 for the one-way fee + \$18 Change Fee.
4. Contact event chairpersons if there are any issues.
5. We will provide you information about tagging the bags for the return trip. Most tags used on the way to camp will be re-used.

## 6. LEAVE ON TIME

- a. The Mosaic Shuttle to the airport should leave camp at 9:32 a.m. Promptness will allow flights AFTER 1:30 pm for domestic flights and after 2:00 pm for international flights on Monday, September 3rd from Pittsburgh International Airport (PIT).
- b. Some people may have chosen to get flights earlier than 1:30 pm. It is best effort **ONLY** to get to the airport for on time for them. Hence the deadlines we set.
- c. Estimated travel time:
  - 1.5 Hour = Distance from Camp to airport without traffic by car. Bus may take longer.
  - 1 Hour = Buffer for holiday traffic and other issues
  - 1.5 Hour = Pre-Flight for Domestic or 2 Hour Pre-flight for International  
(as per the [airport's website](#))

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4 to 4.5 Hours between leaving camp and the departure of your flight
- d. Check the airport's website for [security line wait times](#).