



AM Shuttle Check-In Job Description – Woods Hole

Overview: The shuttle check-in volunteer is the point person in Woods Hole on the morning of the Ride who sets up the shuttle station, makes sure the trucks and shuttles are in place, greets two waves of riders with their bicycles, checks their names off of a shuttle list, accounts for any missing riders, tells the trucks and shuttles when to depart, and then calls/texts in the number of passengers to the Event Manager once the shuttles are underway. Volunteer transports all materials needed for the job on the day of the event.

Timing: 4:30am arrival, 100 shuttles depart at 5:15am and 41 shuttle departs at 9:30am, job ends at 9:30am.

Detail & Contacts: see Truck & Shuttle schedule for details and contact names and numbers.

Important: AM shuttles are the 100-mile start line at Sakonnet Point in Little Compton and the 41-mile start line at Red Brick in Mattapoisett. There is no AM shuttle to the 20-mile start in Bourne. **Please make sure that every rider you check in is headed to their correct route start line.** (PM return shuttles are offered for all 3 routes at 5pm.)

SHUTTLE CHECK-IN SUPPLIES

Please pick up supplies at BBC Marion on Friday, 10/2/26. Final shuttle check-in sheets will be with the supplies. Updates to the lists will be communicated via text message.

Item	Qty.	Source	Transport	Packed	Rec'd	Notes
Flashlight	1-2					
Name tag	1					
Finish Line site map/photos	1	Event Manager				
Parking Cones	20	BBC Marion				
BBC shuttle sign + H stand	1	BBC Marion				
BBC logo sign + H stand	1	BBC Marion				
Duct tape	1	BBC Marion				
Clipboard & pen	1	BBC Marion				
100-mile shuttle Rider list	1	Event Manager				
41-mile shuttle Rider list	1	Event Manager				
Trucks & Shuttles sched	1	Event Manager				
Shuttle Check in EQ list	1	Event Manager				
Overall RIDE schematic	1	Event Manager				
Ride FAQ	1	Event Manager				
Water & Snack Boxes for riders/shuttles	2	BBC Marion				