Bus Stop Assistant Training

You will be assigned to one of these locations when you check-in at the Gordon Field House (see below).

<table>
<thead>
<tr>
<th>Bus Stop Numbers &amp; Location</th>
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<tbody>
<tr>
<td>Bus Stop 1</td>
</tr>
<tr>
<td>T Lot</td>
</tr>
<tr>
<td>Bus Stop 2</td>
</tr>
<tr>
<td>J Lot</td>
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<tr>
<td>Bus Stop 3</td>
</tr>
<tr>
<td>E/F Lot</td>
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<tr>
<td>Bus Stop 4</td>
</tr>
<tr>
<td>G/H Lot</td>
</tr>
<tr>
<td>Bus Stop 5</td>
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<tr>
<td>S lot</td>
</tr>
<tr>
<td>Bus Stop Polisseni Center</td>
</tr>
</tbody>
</table>

Your Role

- **At Bus Stops in parking lots (T, J, E/F, G/H and S):** give a My Bus Stop card to each family group boarding the bus.
- **At Gene Polisseni Center Stop:** make sure that guests boarding the bus here are going to **S Lot only** (see Convocation EXCEPTION below).
  - If they parked elsewhere, direct guest to D Lot for shuttle to other lots. If the guest cannot walk to D Lot, call for People Mover. Use Radio channel 4 for People Mover request. Switch back to Channel 1 when you are done. (See Radio Use below.)
- **At ALL stops:** Provide general campus and commencement specific information to guests.
- The **Commencement website rit.edu/commencement** is your comprehensive resource. All Volunteer Materials are here. Bookmark it, get the RIT Mobile App for Apple and Android devices, or go to m.rit.edu. You will also have copies of ceremony schedules in a folder at the Bus Stop.

There are two Bus Routes:

- **North Loop:** Circles between these lots - **T, J, E/F, G/H** - on the north side (Jefferson Rd) of campus and drops guests off at D Lot – near the Gordon Field House.
- **Polisseni – S Lot:** Circles between S Lot and Gene Polisseni Center ONLY.
  - EXCEPTION: After Convocation only, the Polisseni – S Lot Shuttle will also go to the North Loop lots.

Arrival Time & Where to Check-in

- **Gordon Field House:** 1 - Volunteer Check-in Table at D Lot lower level entrance. You will get your specific assignment at check-in. 2 - Then sign out your radio at the Field House Ticket Office.
- **Please plan to arrive on campus 30 minutes before your shift begins** to enable you to get to your assignment on time. The Info Booth/Bus Assistant Captain has a golf cart and will bring you to your stop.
- **RIT Non-exempt (Hourly) Staff:** please remember to clock in/out and so you are paid appropriately.

What to Wear

You represent RIT, so please dress appropriately. Business casual is fine, however no jeans or flip-flops. Do wear comfortable shoes and **dress for the weather** (sunscreen, rain gear, gloves, etc.). If you have an RIT logo shirt, feel free to wear it. All volunteers will be identified by a yellow ribbon attached to a name tag we will provide. If you have an RIT name tag for your job, you may use that with the ribbon.
Radio Use
- Keep the radio on Channel 1 which is used for general commencement communication. Change to Channel 4 to call for a People Mover.
- Hold down the button to speak.
- Release it when done speaking.

If you are the last volunteer at the Bus Stop at the end of the day, do NOT leave the radio there. If it has not been picked up by the Info Booth/Bus Assistant Captain, please call for a pick up or bring it to the Gordon Field House Ticket Booth.

Real-time Commencement Updates
- All Commencement Volunteers are asked to subscribe to RIT’s new real-time alert system for events.
- Text RITGRAD to 888777
- Your subscription is anonymous.
- You will automatically be unsubscribed when commencement ends on Saturday.
- You can unsubscribe at any time by replying STOP.

Frequently Asked Questions
Here are links to key information. Some of these documents are also in a folder kept in the booth.

- Ceremony Schedule with Line-up & Regalia Return Info
- College Ceremony & Receptions Time & Location
- List of Graduates
- Where food is available
- Where students pick up caps and gowns (Barnes & Noble @ RIT; Mon.-Sat.-9am-9pm)
- Where to return rented faculty regalia Field House: 1320 Student Life Ctr; Polisseni: Regalia Bins east hallway

Can’t answer a question?
Use the radio or call one of the contacts below – but please make sure you have thoroughly checked the folder and the website for the answer first. Use Radio Channel 1 (except for People Mover).
1. Kerry Hughes, Academic Affairs, 475-6159; kahcst@rit.edu; 746-8695 (cell)
2. Dawn Murray, Academic Affairs, 475-5334; dlwdfp@rit.edu, 729-3814 (cell)
3. Sue Provenzano, Academic Affairs, 475-5572; stp1031@rit.edu, 747-8495 (cell)
4. Chuck Lamb, People Mover Captain, 303-0679 (cell) (Radio Channel 4)
5. TBA, Info Booth/Bus Assistant Captain

Volunteer Hospitality Room
You may visit the Volunteer Hospitality Room (Field House Reception Room, 2nd floor overlooking the pool) on
Friday, May 20: 4:30 – 8:30pm (hot dinner) and Saturday, May 21: 6:30am – 4:30pm. (light breakfast ‘til 11am, lunch, snacks, sandwiches). Coffee, tea, cocoa, soda and water available at all times.

Thank you for donating your time and talents to make this a memorable event for our graduates and their families.