

CrewResponsibilities

BWI ARRIVAL

Mission Leader	Bus Leaders	Bus Assistants	Mission Safety Leader	Bus Safety Leaders	Bus Safety Assistants	Advance Team
1. First off Plane	1. Exit Veterans and Guardians from rear and check seats for belongings 2. Proceed directly to buses for boarding - Bottom of Stairs 3. Verify Wheelchairs 4. Roll Call on Bus	1. First off plane	1. Assist with de plane	1. Exit Veterans and Guardians from rear and check seats for belongings 2. Proceed directly to buses for boarding - Top of Stairs	1. Assist with deplaning 2. Usher Group to Buses 3. Assist with Chair Lift	1. Bring bags and coolers to airport
2. Check in with BWI Ground Crew		2. Make sure guardians take a wheelchair	2. Follows rear of group to buses			2. Contact Bus Driver for arrive time at BWI
3. Check Roll Call with bus leaders at curb		3. Take extra wheelchairs to buses				3. Contact BWI Ground Crew
4. Check Wheelchair count with Bus leaders		4. Direct to restrooms				4. Obtain cooler and O2 from Ground Crew
5. Communicate first stop with bus leaders		5. Clear Restrooms				5. Load bags, coolers
		6. Usher group to buses from rear				6. Affix bus signs on bus door/window
		7. Load / Count Wheelchairs				7. Put safety bags in back of bus, plus O2
		8. Last on bus				8. Lift aisle seat arms, make sure AC is on, and wipe seats and rails
						9 Greet Flight and load wheelchairs/count
						10. Last on bus