



## **Position: Bus Captain**

### **Reports to: MXO**

This position is to assist the MXO in notifying all agencies outside the Honor Flight arena. Example TSA, Airport Authority, and food requirements at Orlando International Airport and while in Washington, DC.

The Bus Captain is the point of contact for Squad Leaders to address problems that might arise during their preparation for the upcoming Honor Flight.

Bus Captains will E-Mail CC the MXO and MD on all e-mails generated for the upcoming mission

The success of the mission will depend on the Bus Captain carrying out all of his/her assigned responsibilities.

### **Duties and responsibilities:**

#### **Fulfill any tasks as directed by the MXO/FD i.e.**

Arranging meals

Web submission to ANC

Notification to USAF memorial for lunch

Contact green shirts at BWI

Contact Cathy Haynes (Miss Liberty)

Contact David Enzfelder (bagpiper)

Ensure that squad leaders have arranged the following with their guardians

1. Transportation (for both pre-flight, squad socials & flight day)
2. Vet bios (to be completed by Squad Social)
3. WWII vet photos
4. Vets' medications discussed
5. Restroom protocol discussed- in case of female guardians

Attend all squad socials

1. Observe interaction between guardian & vet at Preflight Training and Mission.
2. Is the guardian paying attention to his vet?
3. Check vets' mobility
4. Check the vet's significant other – are they comfortable?
5. Discuss flight day, answer any questions

**Changes:**

1. Relay all changes regarding flight itinerary to squad leaders
2. Notify of vet or guardian replacements

**3. Conduct any Guardian training or the general pre-flight session if requested by MXO/FD. This includes the squad leader meeting and the post pre-flight meeting**

**Day before flight go to MCO to pick up the tickets:**

**Flight Day:**

Observe vets & guardians at send off. Make sure non squad people are seated at the tables at the front of the hall.

Get bus chart from MXO and put numbers on the seats when bus arrives. Retrieve before bus arrives at MCO

Help with loading of the bus: bus captain at top of stairs, medical at the bottom, one person on the stairs at a time

Give out any announcements on bus as requested by FD/MXO

**Airport:**

Unload the bus

Instruct squads how to proceed through the airport

Give boarding passes to squad leaders

On arrival at the gate organize the breakfast

Board the plane after the vets & guardians. Check nothing left behind

On arrival at BWI help with w/c if necessary; check nothing left behind

**Bus trip to ANC, Lunch, WWII Memorials:**

Help with loading/unloading of bus at every stop

Direct vets to changing of the guard at ANC. Ensure every vet is in a wheelchair

Distribute the lunches at the USAF memorial

At DC mall help organize people for the group photo

Walk around the mall: Look for any problems – sick vets/guardians

**BWI, Mail Call, Dinner:**

Direct people through BWI to Silver Diner. Make sure everyone has cleared security and knows where to go

On arrival at the gate help distribute the mail call

On boarding the plane make sure nothing is left behind

**MCO, Leesburg, Homecoming:**

Direct people through MCO airport to waiting bus

Numbers on the bus

Help with loading

At homecoming pay extra attention to vets getting off the bus as they're very excited

Check bus for any forgotten items.

**Qualifications:**

Understand the goal of the Honor Flight and its mission to successfully fly WW2, Korean Conflict and Vietnam Veterans to Washington DC to see the Memorial dedicated to these individuals.

Must understand and how the flow of the Bus Captains responsibilities affects the overall mission success.

Must have flown as a Guardian or Squad Leader at least once on a Mission to Washington DC or has participated in a Flightless Honor Flight. (Can be waived by the Vice President of Operations).

Position as Bus Captain can be demanding and at times time consuming You are the point of from the MD/XO and responsive to the issues and request of your assigned Squad Leaders.

**Working conditions:**

You will be required to fly to Washington DC, and work directly for the MD/XO.

As the Bus Captain you will stay abreast of the needs of Squads Leaders assigned to you and any issues that they may have traveling from The Villages to Washington DC and returning to the VFW at termination of this Mission.

Flight day will be very long approximately 22 hours long.

**Physical requirements:**

Flight day will be very long approximately 22 hours long. The BC position is the same as Guardian for age 75.

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth. Bus Captains will be required to carry/roll a suitcase containing mail call and other mission essential items to D.C. and back.

**Direct reports:**

The Squad Leaders assigned to you are your responsibility, they are under your direct supervision.

List by job title any positions to be supervised by the incumbent

Squad Leaders.