

AM TRANSPORTATION CHECK LIST

- ___ Make sure church office has copy of Driver's License.
- ___ If you would like to drive the van to work after dropping off the neighbors, please make sure that it is OK with the office. It will probably be fine, but we need to make sure that someone else isn't using it that day.
- ___ Arrive at Kerr Bldg. at 5:30 am Thurs. to deliver neighbors downtown between 6:00 - 6:15 am. (Arrive at 4:45 am if you are helping to serve breakfast).
- ___ If the Charlotte-Mecklenberg School System cancels school due to severe weather, the van driver must take the neighbors to the bus stop located in the Harris Teeter parking lot at Lawyers Rd. & Hwy 51. **No exceptions.** The van driver can also take them to the bus stop anytime he feels uncomfortable with the weather. Money for the bus is in the RITI closet.
- ___ Get van keys from RITI notebook in closet.
- ___ Put bag lunches in rear of van (back door).
- ___ Drive guests to Charlotte Transit Center, located at 310 E. Trade St. - between College and Brevard. 4th Street will take you straight to it at 4th and Brevard. (Directions are attached.)
(You are not expected to drop neighbors off at any other location and you are not allowed to provide bus tokens. They should go to Urban Ministries for these.)
- ___ Remind neighbors to disperse from the Transit Center quickly to avoid complaints from Transit Authority.
- ___ Hand out lunches when arrive at Center. Make sure each neighbor receives only one. Be sure only our neighbors receive the lunches (others have run up to van to grab one for themselves).
- ___ Fill gas tank and keep receipt.
- ___ When return to Kerr Bldg., enter ending mileage in van logbook.
- ___ Lock van and return Keys to Box 14 ASAP. If building is closed, drop them in the mail slot.
- ___ Submit gas receipt and form to office if you'd like to be reimbursed.











Thank You For Serving!




Start: Philadelphia Presbyterian Chr:
704-545-6172
11501 Bain School Rd, Charlotte,
NC 28227, US

End: 310 E Trade St
Charlotte, NC 28202-2596, US

Notes:
MORNING DROP-OFF OF NEIGHBORS AT
CHARLOTTE TRANSIT CENTER

Directions	Distance
Total Est. Time: 20 minutes Total Est. Distance: 12.50 miles	
 1: Start out going NORTHWEST on BAIN SCHOOL RD toward THIRTY FIVE FOOT ST.	0.2 mile
 2: Turn LEFT onto MATTHEWS MINT HILL RD / MATTHEWS-MINT HILL RD / NC-51.	0.3 mile
 3: Turn RIGHT onto LAWYERS RD.	4.4 mile
 4: Turn LEFT onto ALBEMARLE RD / NC-24 W / NC-27 W. Continue to follow NC-27 W.	5.9 mile
 5: Stay STRAIGHT to go onto US-74 W.	0.3 mile
 6: Take the JOHN BELK FRWY / I-277 S / US-74 / NC-16 S ramp.	0.2 mile
 7: Take the SIXTH ST / MCDOWELL ST ramp.	0.1 mile
 8: Turn LEFT onto N MCDOWELL ST / NC-27.	0.1 mile
 9: Turn RIGHT onto E TRADE ST.	0.4 mile
 10: End at 310 E Trade St Charlotte, NC 28202-2596, US	

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