



## CAST Morning Transportation Procedure

**Supplies:** dishwashing liquid; Bus Kit: clipboard, binder, “Previously Banned Guest List”; CAST Attendance List, 2 handheld breathalyzers (provided by CAST), 1 lot of clean breathalyzer tips, rubber gloves, CAST tickets (color of the day) lottery tickets (color of the day), pens, plastic baggies to collect used breathalyzer tips.

**Shifts:** Evening Shift – 6:15 PM to 7:30 PM  
Morning Shift – 6:15 AM to 7:15 AM

- The Evening Transportation Team will meet at Oak Grove UMC at 6:15 PM. 1 team member will ride the bus and the other team members will carpool to the intake site at the City of Chesapeake Resource Center, 2255 Steppingstone Square, Chesapeake, VA 23320).

**Sign-in:** Sign the CAST Volunteer Registration sheet each evening/morning before you start your shift. The registration sheet is located on the round table as you enter the Bridge from the hallway. All CAST volunteers must wear a **green** bordered name tag with his or her first name only. The blank name tags will be located on the CAST Volunteer Registration table.

A bus kit will be provided that includes all the resources needed at the intake site.

1. Clipboards
2. Transportation Binder
3. Copy of CAST Attendance List, provided by the CAST Organization.
4. Copy of “Previously Banned Guest List”, provided by the CAST Organization
5. 2 breathalyzers with bags of breathalyzer tips, provided by the CAST Organization.
6. Rubber gloves
7. Lottery supplies, including lottery ticket in a different color for each night
8. Flashlights
9. CAST Bus Tickets 54 (different color for each night)
10. CAST Overflow Tickets

### Evening Bus Intake Team:

The bus provided by the CAST organization holds a maximum of 40 guests and 1 Evening Bus Team member. Guests may drive their own cars; however, they must go through the process at the City of Chesapeake Resource Center.

Often CAST will provide a second short bus which holds 14 additional guests. An OGUMC rider is not required on the short bus.

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**Note: There are a limited amount CAST mats and blankets. Once the mats are delivered to the shelter, Oak Grove's CAST Coordinator, or designee will advise the Evening Transportation team what the maximum number of guests that Oak Grove can host daily for the week. This would include 40 from the main bus, and any secondary transportation made available by CAST or guests driving their own cars.**

If the number of guests at the intake site exceeds the nightly maximum number of guests OGUMC should conduct a lottery **after** the following announcements are given:

**Announcements:**

**Prior to screening guests at the City of Chesapeake Resource Center, the following CAST mandatory announcements shall be made:**

1. No registered sex offender will be accepted. All guests will be screened through the National Sex Offenders website. Do not get on the bus if you are on that list because you will not be allowed to stay.
2. No weapons, drugs, or alcohol will be admitted.
3. All adults will be breathalyzed prior to boarding the bus. Guest driving their own cars will be breathalyzed at the intake site and again prior to entering the shelter.
4. Oak Groves allows smoking in a designated area until 9:45 PM, but CAST **DOES NOT ALLOW VAPING**. If anyone is observed vaping, he or she will be banned from the shelter and asked to leave.
5. No currently housed guests will be admitted.
6. No pets will be admitted.
7. Once per season, each guest must sign a CAST Guest Agreement listing the rules. If you haven't signed one this season you, will be required to sign one at the shelter to stay.
8. Parents are responsible for their children's behavior and for damage to the church and CAST property damage.
9. **If there are families with children**, ForKids will be contacted to make aware that there are families in need in the shelter this week.
10. Each guest will be required to present an ID to enter and then register at the shelter.

**Guest Screening:**

1. Team members should wear gloves.
2. A guest will come forward and show an ID. Ask the guest if this is his or her first time at a CAST shelter this season
  - a. New guest: check the banned list to ensure that his or her name is NOT on it.
  - b. If guest passes the screening, add his or her name to the list and place a check next to the name.
  - c. Repeat guest: place check his or her name on the CAST Attendance List.
3. A team member will breathalyze the guest.

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**Breathalyzer:** The OGUMC CAST Coordinator, and the Evening Transportation Team Coordinator agrees on the allowable threshold level for screening guests: zero tolerance is .03 or less; .08 is the legal limit and maximum level allowed at CAST shelters. **The Oak Grove Team has agreed to allow a maximum level of .08, however, the Evening Transportation Team members may choose to not allow any guest showing questionable behavior at the bus intake area of the City of Chesapeake Resource Center.**

1. Attach a clean mouthpiece for each guest.
2. After obtaining the sample, the guest is to remove the mouthpiece and put it in the designated cup. The used mouthpieces will be brought back to the church to be cleaned overnight and reused the following evening.
3. Upon arrival at the church give a second breathalyzer test any guest who was allowed to drive their own vehicles prior to entering the building.
4. An Evening Bus Intake team member, or designee, will clean the breathalyzer tips in soapy dishwater, rinse well, and lay out on a towel to air dry overnight.

After being screened, guests cleared by the Transportation Team will receive a CAST Ticket and board the bus or proceed to his or her car.

Instruct all guests driving their own cars to follow the bus to the church and line up at the shelter entrance with the other guests who arrived on the bus.

Once in the building, the guests will be directed to one of two registration tables to check in accordance with the CAST Greeter-Registration Smoking Team Procedure.

#### **The Bus Lottery:**

If there are more than 40 people for the large bus plus 14 people if the short bus is also running, a lottery will likely be required if there are more than 54 people seeking shelter and requires a ride to the host shelter **or** the total number of bus riders and self-drivers exceed the total number of people the host shelter can accommodate.

#### **The priority for guests is in the following order:**

1. Women with children,
2. Single women,
3. Father with child, and then
4. Single men

The lottery proceeds until the total number of guests are checked in on the bus or in their cars. Women and children are checked in first and the remaining spots will be chosen via a lottery. Randomly hand out the numbers to the remaining guests. Then call out a random number until the maximum number of guests is reached.

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After all guests have been screened and prior to leaving the Chesapeake Resource Center, the Evening Transportation leader shall call or text the total number of guests for the evening to the CAST Coordinator.