



ROTARY CHRISTMAS DAY

EVENING INFORMATION FOR ESCORTS

TRANSPORT DESK CONTACT NUMBER: +44 7477 973261

THANK YOU FOR BEING AN ESCORT. PLEASE TAKE CARE OF THE ELDERLY GUESTS YOU TAKE HOME THIS EVENING

PLEASE WEAR YOUR YELLOW TABARD AND GREEN CAP

1. CHECK YOU HAVE ALL YOUR PASSENGERS IN THE BUS ROW IN THE DEPARTURE AREA
2. MAKE SURE YOU HAVE ALL YOUR PASSENGERS ON THE BUS BEFORE YOU LEAVE AND HAVE ALL THEIR BELONGINGS WITH THEM AND ARE WEARING THEIR SEAT BELT
3. ONCE ON THE BUS, REMOVE THE GUESTS COAT BUS BADGE AND LANYARD AND PUT IN YOUR ENVELOPE.
4. HELP EACH GUEST TO THEIR FRONT DOOR AND MAKE SURE THEY CAN GET IN SAFELY AND WITH THEIR BELONGINGS.
5. **PLEASE REPORT AND ACCIDENT OR INCIDENT, HOWEVER MINOR TO THE TRANSPORT DESK**
6. PLEASE PUT ALL THE BADGES, BUS NUMBERS LANYARDS YOUR TABARD, TSHIRT AND CAP IN THE ENVELOPE AND THE CLIP BOARD AND RETURN TO THE TRANSPORT DESK OR LEAVE WITH THE BUS DRIVER IF NOT RETURNING TO THE MARQUEE
7. **IF YOU ARE NOT RETURNING TO THE MARQUEE PLEASE PHONE IN AND LET THE TRANSPORT DESK KNOW YOU HAVE DELIVERED EVERYONE HOME SAFELY**

IF THERE ARE ANY PROBLEMS PLEASE DO CONTACT THE TRANSPORT DESK.

FINALLY THANK YOU VERY MUCH FOR ALL YOUR EFFORTS AND WE HOPE YOU ENJOYED THE DAY AND WILL HAVE A HAPPY CHRISTMAS AND AN EXCELLENT 2026