

1. If you are an evening driver, to ensure proper arrival time at the RITI campus, you need to pick up the van and leave no later than 5pm.

2. If you are a morning driver, you need to leave the church with our guests no later than 6am.

3. Regardless if you drive in the evening or morning, the keys will be above the desk in a clear bin on the wall in the kitchen which sits against the back wall of the kitchen beside the pantry door. Please return the keys to the same spot when you return to the church.

4. If you are a morning driver, PLEASE MAKE SURE you return the white sheet of paper that has our volunteer hours, etc. on it to the RITI campus and give it to the curb service upon your arrival as you unload the guests. This is very important to RITI. It documents those things for them which in turn they can receive funding based on those numbers.

5. The address for pick up and delivery of guests is known as "Room in the Inn's Campus for Human Development". It is located at 705 Drexel Street, Nashville, Tn. 37203.

The easiest and fastest route is:

From the church drive north on Franklin Road to Moores Lane, turn right

Drive east on Moores Ln to I-65, turn right onto I-65 north towards Nashville

Exit I-65 north at the Wedgewood exit, turn left at the bottom of the ramp onto Wedgewood going east

Drive east to the 2nd red light which will be 8th Ave South, turn right onto 8th Ave, stay in the right lane

Drive north on 8th Ave until you drive under the Railroad overpass

As soon as you drive under the overpass, Drexel Street is the immediate right after the overpass, turn right

The gate to the RITI campus is immediately on your right as you turn onto Drexel from 8th Ave. The only time you should take an alternate route is in the event of a traffic detour, bad wreck or inclement weather.

6. If you are picking up our guests proceed up the circular driveway and stop by the front door. Tell the curbside service you are from Clearview and they will proceed to get your passengers. Please stay seated in the van while this takes place. It could take 5 mins or 20 mins, you never know. As you wait, the curbside service will give you a couple of large clear plastic bags with blankets for the guests. Sit them on the floor up front by the driver area, not in the Isle as guests will have to load. By doing that it may cause an accident.

7. We usually have 12 guests per trip, however, you can accept up to 14, 14 is the maximum you can transport safely to our church. **DO NOT ACCEPT OTHER GUESTS THAT "just want a ride down the street"**.

8. When driving, please proceed directly to the RITI campus and back to the church. Regardless of your trip, we are on a time schedule and others may need the bus.

9. Each year before you are cleared to drive you must fill out an MVR search which Rachel Janson will send you the instructions for. Also, you will need to schedule a time with Matt Metcalf, mmetcalf@clearview.org to drive the bus if you are a new bus driver. This must be done ASAP.

10. Please make sure I, Tommy Campsey, have your cell phone, home phone, and email ASAP. If you change any of the three tell me immediately after the change.

11. If for any reason you cannot make your scheduled trip, please notify me immediately as you realize there is a problem. I am available to you 24-7, my cell phone at 615-289-8008. If I do not call you back within 5 mins. All my backup cell at 615-557-7329.