

**REGGIE LEWIS TRACK
&
ATHLETIC CENTER**

**BUS DRIVER / COMPANY
MANUAL**

**INDOOR TRACK AND
FIELD SEASON**

CONTENTS

Director's Welcome – **3**

Foreword – **4**

Directions to the RLTAAC – **5**

Arrival at RLTAAC – **6**

Where to Park? – **7**

Downtime – **8**

Departure Procedures – **9**

Review List – **10**

Epilogue – **11**

Area Map – **12**

Driver Acknowledgement Form – **13**

Dear Drivers and Coaches:

Welcome to another exciting track season at the Reggie Lewis Track and Athletic Center (RLTAC) at Roxbury Community College. The RLTAC is located in a residential and educational community and enjoys the support and cooperation of all its users/constituents. To assist you in making your trip as smooth as possible, we developed the Bus Driver's Manual to minimize any disruption to our neighbors.

Please read it and feel free to contact Operations Coordinators Steven Keyes at (617) 541-3535 ext. 464 or Everad Samuels at ext. 226 if you have any questions. If you need specific directions or information on the RLTAC, please visit our website at www.RLTAC.com.

Our staff remains ready to assist you and make this a successful year.

Sincerely,

Keith McDermott,

Keith McDermott, Director
Reggie Lewis Track and Athletic Center

FOREWARD

The following information is being furnished in order to ensure quality service to high school athletes and coaches when arriving and leaving the Reggie Lewis Track and Athletic Center. The RLAC believes in safety first and we feel that can best be achieved through a thorough policy and procedure plan. It will map out and give you instructions on what to do before, during, and after your visit to the RLAC. We hope it will be helpful in making your visit as pleasant as possible.

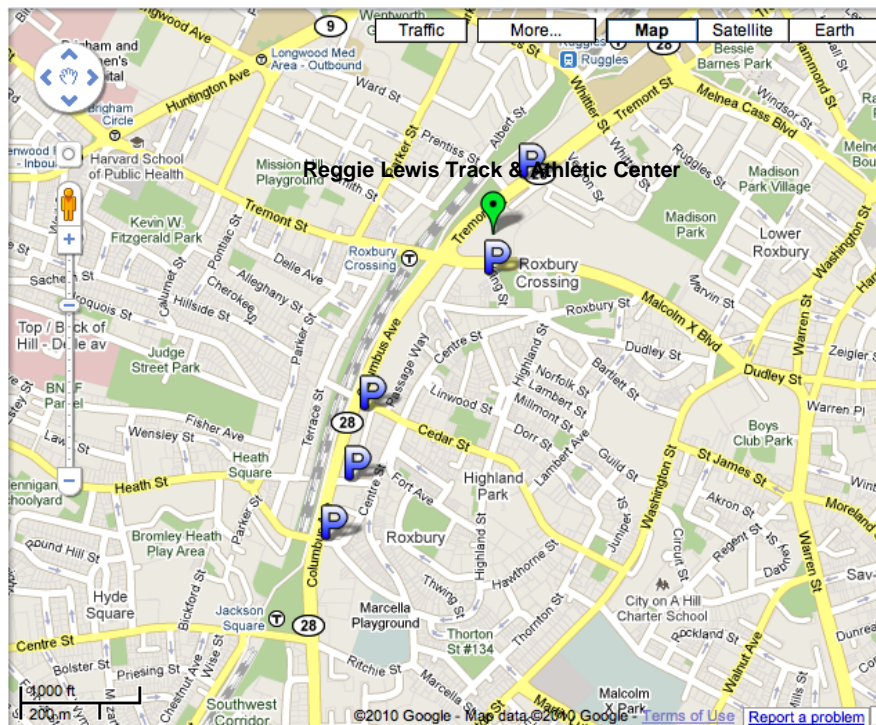
DIRECTIONS TO RLTAC

Interstate 93: COMING FROM THE NORTH

Take exit 18 and follow the directions to Massachusetts Ave. At the intersection of Massachusetts Ave, **pass through the lights onto Melnea Cass Blvd.** You will see the Hampton Inn on your right. Follow Melnea Cass Blvd. until you reach **Shawmut Ave**, which is one street **after Washington Street** as you are traveling on Melnea Cass Blvd. Take a **left** onto Shawmut Ave and at your second traffic light, take a **right onto Malcolm X Blvd.** The RLTAC will be a ½ mile on your right.

Interstate 93: COMING FROM THE SOUTH

Take exit 16 and turn **Left** at the lights at the end of the off ramp. Follow Southampton St., which converges into Massachusetts Ave. At the intersection of Massachusetts Ave. and Melnea Cass Blvd., **turn left through the lights onto Melnea Cass Blvd.** You will see the Hampton Inn on your right. Follow Melnea Cass Blvd. until you reach **Shawmut Ave**, which is one street **after Washington Street** as you are traveling on Melnea Cass Blvd. Take a **left** onto Shawmut Ave and at your second traffic light, take a **right onto Malcolm X Blvd.** The RLTAC will be a ½ mile on your right.



ARRIVAL

Upon your arrival at RLTAAC, please drop off passengers at the side entrance on the southeast side of the building. You will be on Malcolm X Boulevard facing the intersection of Columbus and Tremont streets. Make sure your bus is pulled up to the curb as close as possible and within the barriers set up by RLTAAC. If you are the only bus upon arrival, you may drop off directly in front of the doors. If there are one or more buses arriving at the same time behind you please pull up in the lane further. There is room for three buses in the drop off lane. Please **DO NOT block the driveway and DO NOT double park.**

As a reminder, before you let the passengers off the bus, let them know that there is no food and gum allowed in the field house section [indoor track] of the RLTAAC. This would give them time to leave any food in their possession on the bus. You may also want to let the coach or person in charge know where you will meet them after the event. The RLTAAC gives you instructions in this manual on pick up procedures. After your bus is empty, please precede to the RCC parking lots on Columbus Ave (details and instructions to follow later on in this manual).

WHERE TO PARK

Parking Lot 1, 2 or 3 on Columbus Ave. See Instructions below.

Parking in unauthorized areas will result in your bus being ticketed by the Boston Police.

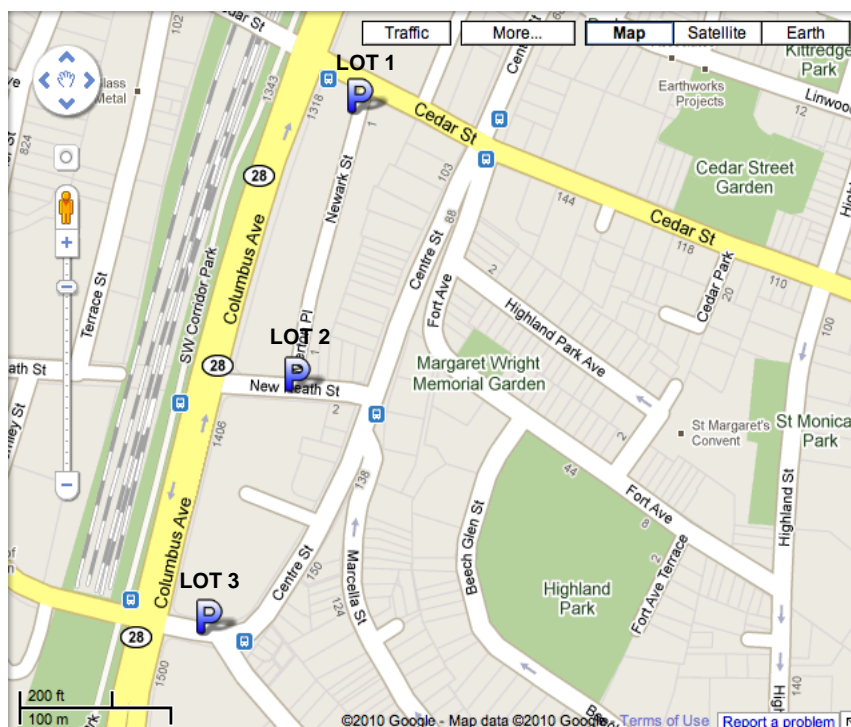
Lot 1

Monday – Friday & Saturday – Sunday (7:30AM until evening)

Proceed on Malcolm X Boulevard to the intersection of Columbus Ave and Tremont Streets where you'll come to a traffic light. **Take a left onto Columbus Ave** and proceed to the next set of traffic lights. At the traffic light **take a left onto Cedar Street**. Go 30 yards and **take a right** into Parking Lot 1 at Roxbury Community College. Go to the far end and park in an available space. If you feel comfortable, give your cellphone to the coach, who will call you a few minutes before departure. If Lot 1 is FULL, proceed to Lot 2 (New Heath Street) or Lot 3 (Centre Street) and park there with the other buses. It would be helpful during the indoor track and field season to have the school's name on your bus for identification, and place it on your windshield. This will help RCC security when calling RLTAC staff for picking up your party.

Lot 2 & Lot 3

To get to Lot 2, **take a right out of Lot 1 onto Cedar Street** and **take a left onto Columbus Avenue**. Then, **take the next left onto New Heath Street**. Go 30 yards and **take a right** into Parking Lot 2. To get to Lot 3, **take a right out of Lot 2 onto New Heath Street** and **take a left onto Columbus Ave**. Proceed to the next set of traffic lights. At the set of lights **take a left onto Centre Street**. Go 30 yards and **take a right** into Parking Lot 3.



DOWNTIME

It is important to stay with your bus while waiting for your party. If you must leave your bus, whether it is to watch the track meet, use the rest rooms, or go for coffee, please make sure you secure your bus. If possible, let the coach or person in charge know your whereabouts. If you choose not to go to the lot after your drop-off and you're going on an errand, PLEASE return to the lot after you're finished. DO NOT go to the pick up point to retrieve your party. During the weekdays simply go back to the lot and wait for your team to be dismissed. Wait in the Lot until RCC Security or an RLAC staff informs you of your team's dismissal. Those instructions will be covered in the next section.

DEPARTURE/PICK-UP

****PLEASE NOTE:** Currently there is a major construction project directly behind the Reggie Lewis Center where buses picked up in the past. That pick up location is no longer available.

The following is the procedure for pick up after completion of an event:

When the event or track meet is over, the coach or person in charge will notify RLTAAC staff that they are ready to be picked up. RLTAAC staff will radio RCC security in parking lot 1 to send, for example, the Reading High School bus down. RCC security will locate the bus and send it to Malcolm X Boulevard. **DO NOT** leave the lot until you are called. From parking lot 1, **take a right out of the lot onto Cedar St.** Go up the hill and **take a left at the first traffic light onto Centre St.** Continue on Centre St. for approximately ½ mile and **bear right into John Elliot Square.** After the Square **bear left and Centre St. changes to Dudley St.**

Follow Dudley St. down the hill into Shawmut Ave. **Take a left onto Shawmut Ave.** and you'll be at a traffic light. This is the intersection of Malcolm X Boulevard and Shawmut Ave. **Take a left onto Malcolm X Boulevard** and follow it ½ mile down to RLTAAC, which will be on your right.

A map of the area is enclosed at the end of this manual for your use. **Please limit your waiting time to no more than 15 minutes and DO NOT PARK IN THE DRIVEWAYS.** Anyone who violates this procedure may be ticketed by the Boston Police.

REVIEW

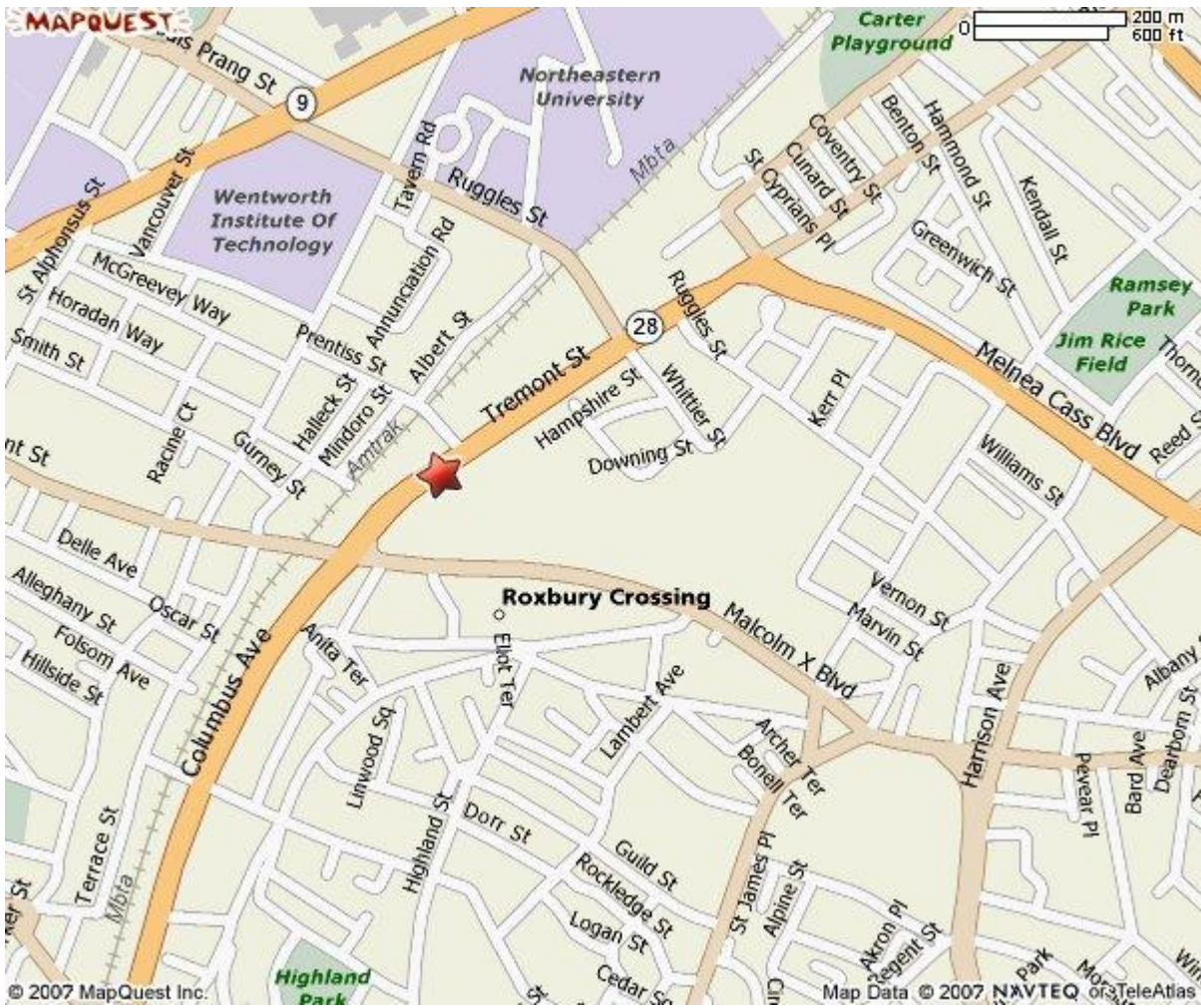
The following is a list of important facts to remember when attending an event at RLTAAC.

- Drop off passengers at side entrance [southeast side] of RLTAAC, which is on Malcolm X Boulevard.
- Touch base with coach or person in charge from your party and validate the procedure for pickup after the event.
- Go to the appropriate lot based on the day of the week.
- Follow the rules for downtime while waiting for your party [see “Where to Park / Downtime” sections]
- Follow the procedures for pick up; REMEMBER there is no longer pick up on Malcolm X Boulevard during the weekdays.

EPILOGUE

The Reggie Lewis Track and Athletic Center hopes that this manual will be helpful to the bus drivers and the companies they drive for. Area maps and an acknowledgement form are located in the back of this manual. Revisions of this manual may be made in upcoming seasons. Questions and concerns should be addressed to Operations Coordinator Mr. Steven R. Keyes at (617) 541-3535 ext. 464.

AREA MAP



DRIVER ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the Bus Driver / Company Manual from the Reggie Lewis Track and Athletic Center. I also understand these are the procedures that RLTAAC would like me to follow. I am not obligated to read this manual but do acknowledge having received a copy.

Driver Name – Please Print

Signature

Bus Company