

MSC Navy Contract Protocols

1-5 bus or van combinations daily

Monday-Friday except Federal Holidays

Pickup # 1 at Wyndham Garden Norfolk Hotel (see location on portal)

Onsite at 5:25am, Pull up at 5:40am, Last Bus Departs at 6:00am Sharp

Use hand counter to collect passenger count

Confirm base ID card as each guest boards (examples on portal)

Only one bus/van at pickup point at a time, other buses wait ½ block away

First vehicle departs only when completely full

When first vehicle departs, 2nd vehicle pulls up, etc.

Last vehicle must depart at 6:00am Sharp

Drive to base per map and map addendum on portal

Drop off guests at designated point marked in yellow on portal

Complete MSC Daily Sheet immediately after dropping guest & before departing, form is found on portal

Procedures are the same if picking up at alternate hotels (see list of hotels on portal)

Pickup # 2 at Norfolk Naval Base at designated point in yellow

Onsite at 2:00pm, First bus to pull up at 2:20pm and Depart No Earlier Than 3:00pm Sharp

First vehicle departs only when full

When first vehicle departs, 2nd vehicle loads, etc.

No need to check base ID card on outbound move

Use hand counter to collect passenger count

Drive to and drop appropriate hotel

Complete MSC Daily Sheet immediately after dropping guest & before departing, form is found on portal