



## RADIO USAGE - FOR ADA CART DRIVERS

Our guest transportation system works on a Dispatch basis. You will be issued a radio so that you can hear dispatch calls. It's noisy at a race track - so you will also be issued a headset. The headset must be tested when issued to insure that it works and you know how to use it - and it must be worn. Without communications, you're not doing the job you volunteered for.

- Before using, listen to be sure no one else is in a conversation.
- Hold down button and count to 2 before speaking or your first words will not be heard.
- Call starting with your "designation" to another location or name Example: "Cart 15 to Dispatch".
- Release button when done speaking, wait for response. Repeat your call if you get no response in a reasonable amount of time.
- When answering a call from Dispatch, if you are not near the location that dispatch identifies as needing a pick up, wait to see if someone else answers. If no one nearer answers and you are available, answer the call ("Cart xx to Dispatch") and let them know that you can make the pick-up.
- Take care of radio - your organization will be invoiced for lost or damaged radios and/or headsets. (Over \$600...)
  - A plastic bag will be issued with your radio when the weather warrants it - it is to be used for rainy conditions. Water will ruin radios and headsets.
  - Be careful about hooking your radio to your pants pocket. They can spring off while you are seated and driving over bumps. A belt is a safer place to clip a radio.
- Don't use your radio for internal chatter that isn't important. It may cause an important call to be delayed until you are done.
- Be careful what you say - it's monitored by fans, officials, etc. Use a cell phone for the communication of sensitive issues. Use your imagination for what might be an issue that the right person needs to know about but not the whole world...
- Be cordial and helpful with guests but try not to get into long conversations as this makes it hard to monitor calls from dispatch.
- In order to call someone who would be on another radio channel, you need to change channels. Remember to change back to the Cart channel #8.
- For emergency situations (ONLY) - call the Comm Center on your own channel or on Channel #4.