

Volunteer-led Day Camp Bus Policies and Procedures

Chaperone Requirements for Bus Transportation

- At least one adult affiliated with the day camp must ride the bus with the campers to and from camp.
- This person needs to get on the bus at the first bus stop and get off at the last stop.
- The bus chaperone must have the camper bus roster when riding the bus.
- At least one adult must be at each bus stop to stay with girls until the bus picks them up or until their parents/guardians pick them up.

Camper Bus Conduct Rules

- Campers must remain seated on the bus
- Keep hands and heads inside the bus
- Keep noise to a level considerate of others
- Help clean up bus on arrival at camp
- Collect all belongings when leaving the bus

Bus Chaperone Responsibilities

- Bus chaperones will mark each girl as she gets on the bus using the Bus Attendance Record every morning.
- When the bus arrives at camp chaperones will check the bus for any lost gear.
- Bus chaperones will read off the names of girls at each stop along route before they get off.
- They will then mark each girl as she gets off the bus using the same attendance record every afternoon.
 - **IMPORTANT:** The bus chaperone should let campers off the bus **only** if they are met by an adult known to the camper.
- After all girls have gotten off the bus the chaperone will check the bus for lost items and garbage.

Miscellaneous Drop-off Issues

If a camper does not have a known adult at the bus stop, she will remain on the bus and the following procedures will be followed:

- Bus chaperone will call the parent/guardian to let them know of the situation and inform them of where the next stops will be.
- If a parent cannot be reached bus chaperone should call River Valleys' and speak with the camp director liaison.
- The camper should remain with the bus chaperone until a parent/guardian picks the camper up.

Bus Stop Chaperone Responsibilities

- Bus stop chaperones should arrive at the stop 15-20 minutes ahead of the scheduled arrival time in the morning and 10-15 minutes early in the afternoon.
- They are responsible for ensuring the safety of the campers while they are at the stop, that all campers are picked up and that the designated adults are picking campers up at the stop.
- The bus stop chaperone should wait at the stop until all campers are picked up.

If a Camper Does Not Get Picked Up

If a camper does not get picked up the bus stop chaperone should call the camper's parents/guardians and...

- If the camper's parents/guardians cannot be reached call the emergency contact person.
- If the emergency contact person cannot be reached, try to call the secondary emergency contact person listed on the camper's registration form.
- If no one can be contacted by this time notify the day camp director.

IMPORTANT: Do not, under circumstances, leave a camper at a bus stop alone!

Exception: If camper releases are being utilized by your session of day camp, and there is a check off to give permission for a camper to walk home alone, and this check off has been marked, the camper may be allowed to walk home.

IF this option has **not** been checked, do **not** let the camper convince you that it is okay!

Bus Emergencies

Bus chaperones are responsible for the discipline and conduct of the campers during the trip to/from camp. If a problem should arise, please follow these procedures.

Breakdown

If the bus breaks down the bus driver will notify the bus company and the chaperone should:

- Keep the campers on the bus if possible
- If campers must leave the bus they should be taken to a dry, shady spot a safe distance from the road.
- Keep campers safe until the bus is fixed or another bus arrives.
- Call the day camp director and the day camp coordinator to notify them of the delay.

Ill or Injured Camper

Bus chaperones should perform the following actions when a camper becomes ill or is injured:

If a Camper Becomes Car Sick

- Move her to the front of the bus
- Give her a bag or container
- Try to get her some fresh air
- Keep her calm

If a Camper is Injured

If a camper is injured on the bus and it appears serious:

- Have the bus driver drive to a clinic, hospital or doctor's office and take the camper inside
- Give the doctor the child's name, parents'/guardians' names, address and phone number
- Give the doctor the council's office phone number
- Call the day camp director and inform the director of the situation
- Call parent/guardian and inform them of the situation
 - If a parent/guardian cannot be reached call the emergency contact person
- If the camper is required to stay at the clinic or hospital stay with the girl and send the bus on

Accident

In the event of an accident, the bus driver will call the police and medical help if needed. If the bus driver is injured the chaperone will have to call police and medical help.

Following an accident, bus chaperones should:

- Keep calm
- Take care of the uninjured as well as the injured
- Avoid making an statements to the media, tell them an authorized council representative will notify them if they leave their name and phone number
- Be aware that you will be asked to document any accident or injury that happens while you are chaperoning
- Contact a council representative