

# South Mountain YMCA

## Bus Travel Rules

All transportation of campers will be done by a licensed, contracted bus company. Campers are not to be driven in personal staff vehicles, unless an unforeseen and unavoidable emergency arises upon the director's request.

A minimum of 4 counselors, unless special permission is granted, are to ride with the campers acting to maintain safety and order at all times. Every effort must be made to ensure the safety of all passengers.

Counselors are to spread themselves out in the bus, not all sitting in one area. A counselor should always be seated at the rear emergency door and is responsible for making sure all children get off the bus at the end of the trip. The counselor sitting nearest the bus driver will be responsible for checking that there is a first aid kit and a fire extinguisher on board.

Passengers are to remain seated at all times with their seat belts on when the vehicle is in motion, walking about only when getting on or off at a designated stop. A counselor should exit first before the campers are allowed to leave the bus. EVERY EFFORT MUST BE MADE TO ENSURE THE SAFETY OF ALL PASSENGERS.

The Senior Counselors take attendance as the children board the bus. A designated Bus Leader will count all heads on the bus, including staff to ensure the return of all guests. The bus will not move until all campers are accounted for and seated with their seatbelts buckled. Senior Counselors are responsible for bringing the health and permission-to-treat forms with the group on all trips that require more than 1 hour driving distance away from the camp.

A COUNSELOR IS NEVER TO BE LEFT ALONE WITH A CAMPER ON THE BUS OR ANY OTHER TIME as part of YMCA policy.

### **General Bus Rules**

- Buses must only be filled to capacity and everyone must have their own seat and seatbelt.
- No camper enters the bus until their name is called from his/her class attendance sheet by the Senior Counselor who will also recount upon entering the bus and bring all health forms.
- The Bus Leader must count heads of all campers and counselors on the bus.
- The campers and staff must wear seat belts.
- No standing is allowed on the bus while in motion.
- No throwing objects from the bus.
- No arms, head, or any body parts are to be hanging out of the windows.
- No garbage or food is to be eaten or left on the bus.
- All buses and staff vehicles, if necessary, must follow the convoy travel procedure.
- Bus safety and emergency procedures must be performed on the first trip of each session.

### **Accident Procedures**

If an accident were to happen, the following steps should be taken:

1. One staff member who is certified in CPR/First Aid shall care for the injured.
2. A second staff member should supervise the uninjured.
3. The Bus Leader, who has access to all emergency information regarding staff and campers, should notify the Camp Director of the accident as soon as possible to inform the parents.
4. One of these staff members who witnessed the accident will be responsible for filling out the Accident Report with all witness information as soon as possible.