

Transportation Policy



I. Trip and Travel for YMCA Camp Evergreen

Camp Evergreen transportation needs are as follows:

- Drop off/Pick Up using buses from area bus stops (see schedule)
- Day trips for our oldest campers

Camp Evergreen does not own vehicles or provide its own transportation. If transportation is used it is provided by:

- Golden Sun Busing
- 9-1-1 emergency transportation

Parent will be provided with the transportation procedures upon registration via email.

I. Information, Ratios and Behavior Management

A. Staff will ensure that camper registration and paperwork is traveling with them and on file at the camp office for every participant

B. A 1:25 ratio will be kept on all school buses, staying with the passive activity ratio for DOH. Buses will never be loaded more than the seating limit established by the manufacturer.

C. The Staff members will be responsible for managing all behavior on the bus. Campers will be informed they must

1. Stay seated for the entirety of the trip and not stand until invited to stand.
2. Campers will sit properly in seats, not lying down, kneeling or standing. If seatbelts are available, they will use them.
3. The aisle will be kept clear in case of emergencies and to avoid tripping.
4. Any camper that does not adhere to good behavior on the bus will have their use of the bus revoked
 - a) A camper will be given a verbal warning at the first offense
 - b) If a second verbal warning is warranted, the camper's parent will be informed of the issue

- c) If a third warning is warranted, it will be written and signed by the child's parent
- d) Any future challenge will result in suspending the child's privilege to ride the bus
- e) AT ANY POINT, ANY WARNING CAN BE A FINAL WARNING CAUSING SUSPENSION DEPENDING ON SEVERITY.

II. Camper Boarding and Drop Off

- A. Campers will be asked to gather at a loading/unloading spot
 - 1. At Camp Evergreen, the designated spot is the left side of the parking lot.
- B. Attendance will be taken before campers board a vehicle
- C. The bus will be in a parked position with the engine turned off before the campers approach the vehicle to ensure it will remain stationary
- D. Staff member will count as campers enter the bus.
- E. Once all campers are on board, a second count will be taken and all campers will be seated before the bus is taken out of park
- F. Drivers, Campers, and Staff will wear seatbelts when available
- G. During the trip, the staff will spread out among the bus and monitor camper behavior and any camper challenge.
- H. Once the bus reaches its destination, staff will ensure campers stay seated till the bus comes to a complete stop
- I. Staff will dismiss campers off the bus and retake attendance off the bus before the bus departs.

III. Travel and Emergency Action Plan

- A. Staff need to maintain a level of readiness of any unseen situations that they may need to respond to
- B. Camper Illness
 - 1. A staff member trained in First Aid and CPR will be provided for camper trips.
 - 2. Staff caring for the child will inform driver if the bus needs to be pulled over to deal with illness effectively

3. Staff on the bus will be aware of any allergies or emergency medications required by students on the bus (ie. Epi Pens) .

C. Breakdown or Other Bus Emergency

1. If the bus breaks down in any emergency, the staff will evacuate the campers from the bus and get them a safe distance if necessary.

a) The staff members will gather campers and begin assessing any injuries if necessary

b) The driver will call 9-1-1 if necessary and camp will be contact, either through the main number, or one of the directors cell phone numbers

2. A vehicle will be sent from camp to offer support if necessary.

3. The Camp Director / Office Staff / Unit Directors will begin notifying parents of the situation with the bus (depending on severity) and explain what is happening. Any campers with medical injuries will have their parents called once the medical facility they are being taken is identified.

4. All Staff members will have the medical paperwork and emergency contact information of everyone on their bus, thus will have to pass on to any first responders

5. Parents will be updated as the situation develops as well as once it is resolved

6. Once the incident is resolved, and accident report will be filled out and filed by the staff involved

IV. Camper Orientation

A. Campers will be given a transportation Orientation prior to their first trip containing the following information

1. Camper will wait in the designated area before being invited to board the bus

2. When on the bus, campers must remain seated at all times. When the bus stops, campers will wait till staff give them the ability to stand up and leave

3. Campers will sit in their seats in the appropriate way, no kneeling or standing

4. All trash and personal belongings must stay in the seat with the camper and be taken on and off the bus. Aisles must remain clear

5. If there are any problems, campers must tell a staff member

6. In an emergency, campers will exit the bus through the nearest accessible exit and gather at least 50ft away from the bus with staff