

ST 36.1

FROM PAGE 10 of STAFF HANDBOOK

CAMPER TRANSPORTATION - getting to and from camp

BUS:

One (occasionally two) counselor is assigned to be the "Bus Counselor". This is an important responsibility as you help campers ride safely and you are the person parents see daily. Other counselors riding the bus should assist the bus counselor by sitting with the campers and helping them to ride properly.

Bus counselors are responsible for:

- Placing a name tag on each camper the child's first day at camp.
- The bus counselor must know how many campers are on the bus. At the end of the day you will take attendance before the bus leaves for the ride home. Buses do not leave campus until every camper is properly situated.
- Getting off the bus at each stop to greet each camper by name daily. Often the bus counselor is the only representative of camp that a parent or caregiver might meet. It is important to be friendly, polite and attentive. **REMEMBER – you are the first contact a camper has with Camp Playland everyday!**
- Crossing children to and from the bus.
- Helping the campers find an appropriate seat – save a few front seats for Pre-K and Kindergarten children.
- Aiding campers in buckling up – campers and counselors must wear seat belts.
- Waiting at a bus stop until the scheduled pick up time – DO NOT LEAVE EARLY.
- Waiting in the afternoon until a parent is at the bus stop to receive campers – NEVER LEAVE A CAMPER UNATTENDED.
- Helping the campers ride properly and assisting campers who may need additional support.

Bus Safety:

- ✓ Counselors riding the bus who are not the bus counselor are still counselors on the bus. Support the bus counselor. Every person riding the bus must use seat belts.
- ✓ The bus counselor should work cooperatively with the bus driver. The driver will have a radio to communicate with the bus depot. The bus counselor should have a cell phone for emergency communication.
- ✓ No one (including counselors) should eat on the bus. This will avoid choking and allergy concerns.
- ✓ At orientation, all staff members will be trained in the use of the Epipen™. If a camper riding your bus requires an Epipen™ for an allergic reaction, you will receive additional training. The camper's parent will hand you the Epipen™ when the camper gets on the bus. Upon arrival at camp, you will leave this Epipen™ in the nurse's office for the day and pick it up from the nurse at the end of the day for the ride home. When the camper leaves the bus you will give the Epipen™ back to the parent. If you use the Epipen™ you or the driver will call 911.