

# Transportation Policy



## I. Trip and Travel for YMCA Camp Spaulding

Camp Spaulding transportation needs are as follows:

- Drop off/Pick Up of our Day Camp Campers from the Abbot Downing Elementary School Daily
- Day transportation of Overnight Campers to
  - Horseback riding
  - Girls at Work Woodshop in Manchester
  - Men's State Prison in Concord / Women's State Prison in Goffstown for the Children of Incarcerated Parents Program
  - Leader in Training/Staff Day Trips

Camp Spaulding does not run any overnight tripping or transportation.

Parent will be provided with the transportation procedures and rules in the parent handbook, given to them upon registration for camp.

## II. Safety and Maintenance

All vehicles are owned and maintained by the Concord Family YMCA. Vehicles used by camp include:

- 3 Mini-Buses
- 2 School Buses

Buses are serviced on a quarterly basis. End of May/Beginning of June will be the service date prior to the start of camp.

All vehicles are equipped with:

- First Aid Kits
- Fire Extinguishers
- Reflectors
- Binder for Safety and passenger logs.

Prior to each trip, the following checks will be done for functionality and levels with trip safety logs:

- Lights
- Windshield and Wiper Condition
- Emergency Flashers

- Horn
- Breaks
- Mirrors

Tires, Fluid Levels and First Aid kits will be checked at the minimum every Friday.

Any irregularities will be reported to a camp director or member of the Maintenance staff immediately and a different vehicle will be used in its place if necessary.

No camp staff will be asked to use their own personal vehicles for camp business.

Vehicles will be refueled during times when they are not transporting campers. No trip for camp drives far enough where refuel would have to happen during camper transportation.

### **III. Driver Requirements and Training**

In order to be a Camp Driver, staff must:

- Be over 18 years of age
- Submit a copy of their driver's license and current car insurance for a driver history check. (Drivers will only be granted permission to drive vehicles that their class of license allows)
- Complete the Driver Training Program
- Adhere to all State Bus Driving Regulations regardless of license level

Driver training will consist of a classroom learning portion and a practical driving test. The practical driving test must be passed in order to be allowed to be a driver.

The following information will be covered in the classroom portion of the training:

# Driver Training

## I. Safety Checks and Preparation

A. Before your campers board the bus, the following checklist must be completed

1. Tires appear properly inflated and no irregularities such as bulging areas or damage
2. No obstructions are under or around the bus
3. The buses lights, windshield wipers, horn, and emergency flashers are all in working order.
4. The breaks function correctly
5. The mirrors are positioned correctly for maximum efficiency

B. Any irregularities should be reported to the Camp Directors and a replacement vehicle will be provided if an immediate solution is not available.

## II. Ratios and Behavior Management

A. A 1:10 ratio will be kept on all school buses and a 1:12 ratio will be kept on the mini buses (minus the bus driver)

B. The Staff member who is not the driver will be responsible for managing all behavior on the bus. Campers 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 in the mini-buses, 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.

### **III. Camper Boarding and Drop Off**

- A. Campers will be asked to gather at a loading/unloading spot
  - 1. At Camp Spaulding, the designated spot is in front of the dining hall
  - 2. At the Abbot Downing Elementary School, it will be in the student drop off and pick up area (Day Camp Only)
- 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. As campers board, one staff member will stand inside and one outside in order to keep an accurate count (if alone, staff member will count as the 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 to be parked. While staff are taking attendance, bus driver will do a sweep of the bus for any lingering youth or personal items.

### **IV. 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. All staff members are trained in first aid and CPR.
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) . All monitoring staff will be trained using the Medication Administration training put forth by the Bureau of Child Care Licensing or the American Red Cross.

## 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 non-driving staff member will gather campers and begin assessing any injuries if necessary*
  - b) *The driver will call 9-1-1 if necessary and contact Camp, either through the main number, or one of the directors cell phone numbers*
2. A vehicle will be sent from camp to offer support and to retrieve the campers, who do not require medical attention if necessary.
3. One of the camp directors will begin notifying parents of the situation with the bus 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

## V. Good Driving Procedures

- A. Staff must make sure that they are not tired or inhibited in any way before driving a camp vehicle

- B. While driving, staff must obey all traffic signs, speed limits, and traffic laws. Staff will not be allowed to use any type of electronic devices while driving, including hands free devices.
  - 1. It is good practice to stay 5 miles below the speed limit when transporting children.
- C. Staff should stay 12-15 seconds away from the next closest vehicle while driving in order to ensure proper emergency stopping time.
- D. While driving, the practice of covering the break when anticipating a stop should be used, rather than the accelerator.
- E. If a staff member becomes too tired while transporting campers or staff, they should pull over and call camp for a relief driver.
- F. When driving, it helps to narrate what is happening out loud or in your head in order to ensure attention is being paid.
- G. Special care must be given to unpaved roads as many of them have drainage on the edges of the road and are not stable. Speed should be automatically decreased and extra care taken.

**The following skills must be demonstrated in the practical driving portion of the Driver Training:**

- a. Inspect bus following pre-trip safety procedures
- b. Take the bus on a road test with the day camp or overnight camp director monitoring their driving ability based on classroom information
- c. Drive the bus back through a short cone course upon returning to camp
- d. A demonstration of backing into a parking spot will also be tested.