



## TRANSPORTATION SAFETY Driver & Vehicle Policies and Procedures

**Picking Up & Dropping Off Passengers** – Campers and staff will be transported from Gate 1 (westside of camp and Gate 3 (eastside of camp) during our shuttle hours of 10:00 am to 2:30 pm for day camp, and 2:45 pm and 5:30 pm for Extended Camp. Please be plan accordingly to contact the camp office if picking up campers early from camp as it could take longer to accommodate transportation.

**Vehicle Safety Checks** – Prior to transporting campers\*, the following must be checked and recorded in the vehicle logbook:

lights     tires     horn     windshield and wiper condition  
 brakes     mirrors     fluid levels     emergency warning systems

\*On designated camp vehicles used to transport campers, these items must be checked daily.

**Passenger Orientation** – Passengers will be instructed in the following safety procedures prior to transporting:

1. Passengers should always remain seated with hands and arms inside vehicle.
2. Seatbelts should be fastened – one person per seatbelt.
3. Noise level should be such as to not distract the driver. There should be no throwing of objects or other disruptive behavior.
4. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of staff member and/or driver and use buddy system if leaving the vehicle.
5. Boosters seats will be provided for campers based on age/weight requirements.

**Emergency Equipment/Forms** – Every vehicle used to transport campers and staff will be equipped with a first aid kit and emergency accessories such as fire extinguisher, reflectors, motion sickness bag, communication radio, flashlight, blanket, chalk, and container of fresh drinking water, and a cell phone for emergency communication. A rental agreement or vehicle registration, vehicle mileage sheet, insurance information, vehicle safety maintenance checklist, and this sheet will always in the vehicle.

**Vehicle Type/Capacity**– Campers and staff will only be transported in vehicles designed to carry passengers. They are not permitted to ride in the back of trucks except in an extreme emergency and when directed by appropriate staff (i.e. fire evacuation.) Vehicles will carry only the number of passengers specified by the vehicle manufacturer. There will be a seatbelt for each passenger. Two staff members will be present in each vehicle. Extra staff and/or aides must be present for campers with disabilities, based on ratios established for persons requiring additional assistance or supervision. (See established camp ratios.)

**Driver Requirements** – To transport campers or drive camp vehicles off the site, drivers must be:

- 21 years of age and hold valid vehicle operator's license for the size and type of camp vehicle,
- have no moving violations for previous 18 months, verified by a background check through DMV, and
- have participated in (when required) and passed random drug and alcohol testing.

**Behind-the-Wheel Training** – If the drivers are driving a vehicle that you normally do not drive, the camp director will evaluate and determine when additional behind-the-wheel training is required before transporting persons or equipment. (Includes training in vans, camp trucks, buses, and vehicles pulling trailers.)

**Camper Behavior** – In larger vehicles, behavior problems should always be the responsibility of adults or staff members other than the driver. If the driver is the only staff member available to handle disruptive behavior and verbal corrections are not successful, he/she should pull off the road in a safe area.

**Loading and Unloading Passengers** – Load and unload in areas that are free from vehicular traffic unless an emergency. The vehicle should be in park with the emergency brake on and the motor turned off. Loading and unloading will take place in an orderly fashion following directions from staff member. Campers should be directed where to assemble after unloading and kept under supervision of an adult.