

CAMP STEVENS BUS & VAN PROCEDURES

BUS COUNSELORS: Camp Stevens requires there to be a bus counselor on board the L.A. bus to provide supervision and to take charge in an emergency. As campers arrive, the driver and bus counselor will both check the bus list for no shows and the driver will wait an additional 5 minutes for late arrivals. The van is driven by a Camp Stevens staff person.

The bus counselor/van driver is responsible for the general safety and well-being of the campers. It is imperative that the campers listen to the bus counselor/van driver for general safety procedures and specific guidelines. These include wearing seatbelts when provided, obeying the instructions of the counselor/driver, keeping the noise down to a reasonable level, knowing what the procedures will be at the next stop, and anything else that seems appropriate to the situation.

MEDICATION: Parents should also instruct campers to have any medication they are bringing to camp accessible to give to the nurse upon arrival at Camp Stevens.

CAMPERS WILL NOT EXIT THE BUS ENROUTE: To minimize the risk of a camper getting lost, campers will not be allowed to leave the bus except in case of an emergency. *Parents should provide a lunch for their children if they are on the bus during the lunch hour.* On the return trip there is no lunch stop. A snack will be provided after the Corona stop.

CAMPER RELEASE: On the return trip, campers will only be released to their parents or responsible guardian.

***** Arriving early and on time means the bus can be on time to all stops *****

LATE PICK UP: If you think you will be late, please call the emergency contact below. If a family does not arrive on time, the camper will remain with the counselor/driver on the bus. Five minutes after the designated drop-off time, **the bus will leave with the camper aboard.** The family will be notified and instructed to go to the next stop to pick up their camper. No camper will be left unattended. The last stop is Burbank—the bus will remain there until a parent arrives or other arrangements are made. Please include your cell phone number in your registration information to facilitate contact.

BUS EMERGENCY CONTACT

**Trevor Graham-Wilcox
Program Director**

**(760) 765-0028 office
(760) 550-2488 alternate #**