



MISSION SCHOOL TRANSPORTATION A Member of the STA Family

## **Mission School Transportation**

### **2015 School Bus Safety Plan**

*Welcome aboard our camp bus!*

We are proud to say that once again, Mission School Transportation (MST) will be transporting campers each day to and from Tocaloma Summer Day Camp. As a rider with MST, you are now part of a team that successfully and safely transports thousands of children to and from school and camp each day. We know that you will assist us in continuing our excellent safety record. In this booklet you will find helpful hints and reminders to make your riding experience an enjoyable and safe one, whether to and from camp, or on one of Tocaloma's off-site trips.

Sincerely,

David Tellefsen, Contract Manager  
Mission School Transportation

Tiffany Romero, Camp Director  
Tocaloma Summer Day Camp

**1) Bus Stop Safety**

While riding the bus can and should be an enjoyable experience, passenger safety is our highest priority. With this in mind, you should arrive at the bus stop five (5) minutes prior to the scheduled departure time. A parent or responsible adult should accompany the camper to the bus stop, and the parent/responsible adult should check the camper in with a Tocaloma Staff Member. The camper should be lined up in a single file line, facing the approaching bus. For safety reasons, you (and the camper) should not approach the bus until the bus has come to a complete stop and the door has opened. A Tocaloma Staff Member will indicate when it is time to board the bus. Once on the bus, the camper should sit properly in their seat and ensure that their seatbelt is securely fastened.

**2) Camper Crossing Instructions At A Bus Stop**

On approach to a camp stop where campers are loading or unloading from a camp bus, the driver of the camp bus shall activate an approved flashing amber light warning system, if the bus is so equipped, beginning 200 feet before the bus stop. The driver shall operate the flashing red signal lights and the stop signal arm, as required on the camp bus, at all times when the camp bus is stopped for the purpose of loading or unloading campers. The flashing red signal lights, amber warning lights, and stop signal arm system shall not be operated at any place where traffic is controlled by a traffic officer, a controlled light or in school loading zones.

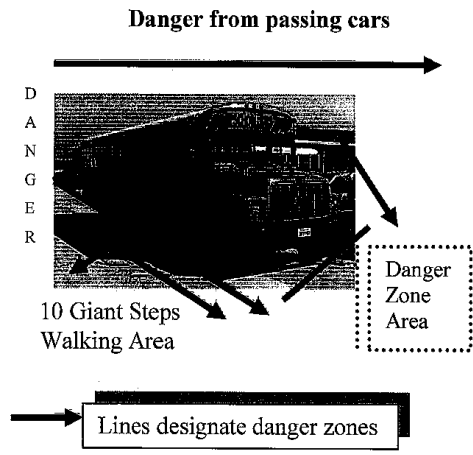
**3) Walking To And From Camp Bus Stops**

Campers should always be good citizens by walking on sidewalks and respecting other people and their property. You should always leave home early enough to arrive at the school bus stop 5 minutes prior to scheduled departure time. You should not talk to strangers or allow strangers to approach you. If someone does try to make contact with you, you should notify the bus driver immediately.

**4) School Bus Danger Zones**

**School Bus Danger Zone**

A danger zone exists around all camp buses. This is the area where the bus drivers may not be able to see all objects clearly. Atlantic Express has taken precautions to eliminate these blind areas for drivers but we also need your help to make sure no one is injured. The diagram to the right will help you become familiar with these areas so you can assist us in preventing accidents. If you witness someone in a danger zone, please bring it to the driver's attention before the bus is moved. We must all work together to make our buses and our bus loading areas as safe as possible.



### **5) Drop Off Procedures For Campers**

In order to receive a camper from the afternoon bus route, the responsible adult picking up the camper **MUST** be on the camper's authorized pick-up list (including parents). In addition, the responsible adult must be prepared to show the Tocaloma Staff Member proper identification to verify their identity. While this process can take a bit more time, your camper's safety is our utmost concern, and your understanding is appreciated. If you wish to confirm or add someone to your camper's authorized pick-up list, please contact the Camp Office.

In the event that a camper does not have an authorized adult at the stop to pick up the camper, the camper will remain on the bus with a Tocaloma Staff Member and bus driver. The Camp Office will be notified and the camper's parents will be called. If a parent can't be reached, the camper will remain on the bus, and the bus will proceed to the next stop. In the event that the camper's parents and emergency contact person(s) remain unavailable, the camper will be taken to the Camp Office. At the Camp Office, the camper will remain with a Camp Director(s) until the camper can be picked up by a responsible adult from the camper's authorized pick-up list.

### **6) Car Seats**

If required or requested, Atlantic Express will provide car seats. Such car seats are specifically designed to be used in busses and meet all Federal safety requirements. If such a seat is needed, three (3) days prior notice is required from the camper's parent to the Camp Office.

### **7) Schedule Changes**

During the summer, parents occasionally request changes to their camper's schedule. If such a change impacts the camper's transportation needs, the parent shall notify the Camp Office in a timely manner. For example, if your camper is scheduled to be on the afternoon bus route, but you find it more convenient to pick up your child directly from camp, you need to notify the camp office by 1:00 p.m. on the day the change is to take place.

### **8) No Eating While on the Bus**

Due to the number and severity of today's food allergies, there will be **NO EATING while on the bus**. However, drinking water is permitted. Each camper should have a balanced breakfast prior to boarding the bus for the morning route. And, if you wish to pack your camper an afternoon snack, the camper will be given ample time to eat the snack prior to boarding the bus for the afternoon route.

## **9) Tocaloma Bus Rules**

Parents and campers should review the following list of rules. The camper should have a clear understanding of each rule, and if there are any questions, please contact the Camp Office. The camper is encouraged to have fun and make new friends on the camp bus, but safety is always the first priority.

### **Tocaloma Bus Rules**

- 1. Always have a responsible adult with you as you cross the street.**
- 2. Both the camper and responsible adult should always stop, look, and listen prior to crossing the street.**
- 3. Remain safely on the sidewalk until the bus has come to a complete stop.**
- 4. Do not approach the bus until instructed to do so by a Tocaloma Staff Member.**
- 5. Never chase after a camp bus.**
- 6. After boarding the bus, please find your seat and properly fasten your seatbelt. The seatbelt shall not be unfastened until the camper is instructed to do so by a Tocaloma Staff Member.**
- 7. Remain seated during the entire trip.**
- 8. Keep your hands, arms, head (and all other body parts) inside the bus at all times.**
- 9. NO EATING while on the bus, but drinking water is permitted.**
- 10. Treat all other passengers with respect and keep your hands to yourself.**
- 11. If the parent or camper notices anything that may be a safety concern, please immediately notify a Tocaloma Staff Member and the Camp Office.**
- 12. Feel free to talk with your fellow campers on the bus and share the experiences of your camp day. And lastly, BE SAFE and HAVE FUN!**