



# Parent & Camper Transportation Manual 2017





# CAMP KEYSTONE = SUMMER CAMP =



## MISSION SCHOOL TRANSPORTATION, INC.

*Welcome aboard our camp bus!*



This summer, Mission School Transportation will be proudly transporting campers each day to and from Camp Keystone. As a Rider with Mission School Transportation, 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.

Sincerely,

Paul Tokuda, Contract Manager  
Mission School Transportation Inc.

Natalie Small  
Camp Keystone Transportation Director

***Riding the bus should be a fun and exciting experience!*** We feel that your child's camp day actually begins the moment that he/she climbs aboard the camp bus. Therefore, we make the ride fun and enjoyable. By riding our air-conditioned buses, your child has the opportunity to make new friends (who live in your local neighborhood) and take part in fun games and songs.

### 1) Camp Bus Stop Safety

You should arrive at the bus stop at least five **(5) minutes prior** to the scheduled departure time. For safety reasons you should not approach the bus until the bus has come to a complete stop and the door has opened. You should be lined up in a single file line, facing the approaching bus. Wait until the Bus Supervisor indicates you may board the bus. Once seated, campers need to make sure their seatbelt is securely fastened. Camper behavior at the bus stop should be the same as at home. This means you should not litter the ground with papers or damage the shrubbery or property.

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

On approach to a camp bus 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 loading zones.

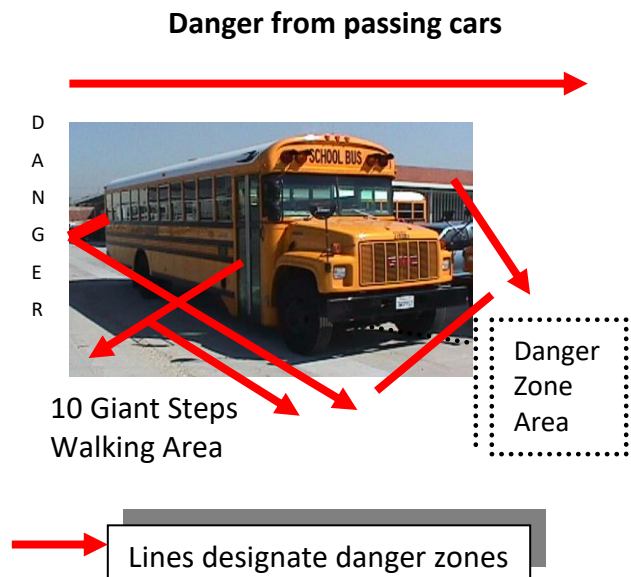
### 3) Walking To And From Camp Bus Stops

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 camp bus stop at **least 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) Camp Bus Danger Zones

#### Camp 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. Mission School Transportation 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.



## **5) Drop Off Procedures**

**If your child is not at the bus stop for their scheduled pick-up and we have not been notified of their absence in advance, the office will call you to verify that your child is not coming to camp. In this case, your child will not be eligible for a make-up day. Make-up days are only available for absences that are reported to the office in advance.**

\*\*The times listed on the transportation sheet are the times the bus will leave each pick-up point.

Names of persons authorized to receive your child from the bus must be provided to the transportation office. The designated person must present him/herself to the bus supervisor. The child will not be dropped without acknowledgment from a responsible person. **Please be prepared to show the Bus Supervisor your picture identification when picking up your child.** If you desire your child to be left at the stop without an adult there to receive him/her, this must be specified in writing. This form authorizing the driver to leave your child unattended must be on file at Camp Keystone before a child will be left on his/her own at the designated bus stop.

In the event that your bus is more than 10 minutes late due to traffic, etc, the office will call and notify you of your approximate pick-up time.

**The procedure to be followed in the event that an authorized person is not at the stop to receive a child and there is no authorization to leave the child unattended on file will be as follows:**

1. Bus Supervisor will notify the Transportation Director of the failure to deliver a child
2. Transportation Director will call the parent.
3. Bus Supervisor will then instruct the driver to continue on his route.
4. The parent will be responsible to meet the bus at the next stop or at the end of the route.
5. After the 1<sup>st</sup> infraction, the child will no longer be permitted to ride on the bus.
6. All phone numbers on the camper's Registration Form will be used as a source to identify a responsible person to pick up the child from the pick up point. You must keep current emergency numbers on file. Notify the Camp Office of any new names and or phone numbers.

## **6) Car Seats**

If required or requested, **car seats will be provided by Mission School Transportation.** These car seats are specifically designed to be used in busses, and they meet all of the Federal safety requirements. If your child needs a seat, please notify our office immediately so that we can have one designated for him/her on the bus.

## **7) Making Changes To Your Child's Transportation Schedule**

Occasionally you might need to make a change to your child's transportation schedule. In order to do so, you must contact the Camp Keystone office at 818-889-2224. Pick up changes in the morning need to be communicated to us by 7:45 a.m. so that we have ample time to contact our Bus Supervisors. This information can also be left on our voicemail at extension 12. For afternoon changes, please inform our office by 1:30 p.m.

- If your child is not at their designated bus stop, the office will call you to verify that they are not coming to camp. In that case, your child will NOT be entitled to a make-up day. Make-up days are only available for those that call in advance.
- **If a camper is going to be picked up early, please be sure to notify our Camp Office.** That way we can be sure that the Bus Supervisor has an accurate count of all the campers on their bus. We will then be able to have your child in the office at the designated time for pick up.

## **8) Prior to Boarding the Bus**

**PLEASE ASSIST US BY MAKING SURE YOUR CHILD(REN) USE THE BATHROOM PRIOR TO BOARDING THE BUS IN THE MORNING!** The bus is unable to stop for bathroom breaks once it is in route. Please also remind them to use the bathroom in the afternoon before camp ends. We thank you in advance for your assistance!

## **9) Additional Questions For The Transportation Staff**

We understand that you may have additional transportation questions throughout the summer. We ask that you don't ask them of the Bus Supervisors when dropping off or picking up your child. The buses are on a very tight schedule and they need to stick to that schedule to ensure that all their arrivals and departures are made on time. Please feel free to contact our Camp Office anytime between 10:00 a.m. and 3:00 p.m. to answer your questions. In order to give you the attention you deserve, we ask that you limit your questions to these hours, as the office tends to be extremely busy at other times of the day. You may also leave a voice message or email [transportation@campkeystone.com](mailto:transportation@campkeystone.com) 24 hours a day.

Please note: Transportation will be limited week 1,2 10, and 11.

## **10 Cancellation Policy**

For days your child does not ride the bus Camp Keystone does not offer credit or refunds. If you cancel bus transportation completely, your account will be credited for the cost of transportation for the remainder of your child's enrollment.

## **11) Camp Keystone Bus Rules**

Parents must review the bus rules with their child prior to the beginning of their summer camp experience. Please be sure to explain that these rules will be enforced by the Bus Supervisor, and that they are for the safety and well being of your child.

## **Camp Keystone Transportation Rules**

- 1. Remain on the curb or sidewalk until the bus arrives.**
- 2. Wait for the bus to come to a complete stop before you approach it.**
- 3. When crossing the street to board your bus or after leaving your bus, wait until the driver or supervisor checks the traffic and then tells you it is safe to cross.**
- 4. Always stop, look, and listen before crossing any street going to and from the bus.**
- 5. Never chase after a camp bus.**
- 6. Once on board the camp bus, please sit in a designated seat and remain seated at all times. *Do not sit on the floor.***
- 7. Always wear your seat belt.**
- 8. When preparing to depart, wait until the bus has come to a complete stop before releasing your seat belt and rising from your seat.**
- 9. Talk quietly with your neighbor. Singing is great, but no yelling please.**
- 10. Keep your hands, arms, head, and other body parts inside the vehicle at all times.**
- 11. Do not put or throw any objects out the window.**
- 12. Sit with your back against the seat at all times, looking forward.**
- 13. Do not sit on your knees or turn around at any time.**
- 14. Please keep your hands to yourself and treat others with respect, as you would like to be treated.**
- 15. The use of profanity or vulgarity of any kind is prohibited.**
- 16. Do not yell out or make gestures to riders in other vehicles.**
- 17. Eating certain snacks and drinking water on the bus is a privilege and will be taken away if not controlled.**
- 18. Follow all driver/supervisor instructions.**
- 19. Please help your driver by following the above rules and enjoy your ride to and from camp!**