

## GUIDELINES FOR BUS AND VAN MONITORING

1. Check off all participants on the bus-riding sheet prior to departing Lloyd.
2. Check if members and guests have brought helmets.
3. Collect additional \$30.00 and Information Form from Members for Guests, No Money, No Completed Form (every time) - No Ride, No Exceptions.
4. **Some members board in Lashburn.** If a member shows up who forgot to book make certain space is avail. for Lashburn Members + guests if any have booked for that trip first. Space on bus is limited to 44 members and guests + 3 chaperones. 47 total...Van is limited to 14 passengers MAX. plus driver. (Van may not be going every week.)
5. Maintain order on the bus/van. One parent supervisor near the back of the vehicle is a good idea. Violations to be noted on Incident Report.
6. Pass out Radio's to Chaperones.
7. Carry a Radio and Bus Binder with you at Table Mountain. In the case of an accident, take member to patroller's office. If suggested by patrollers, transfer the injured club member by ambulance to North Battleford. Call parents and inform them that the child is in North Battleford Hospital and that the parent must proceed to the hospital. If you can't get a hold of the parent, call the emergency contact person. Send a parent supervisor/chaperone with the club member. Parent of the injured club member to get the supervisor home. Pack up all club members' equipment and take to your home. Let the club member know where he/she can pick up their equipment. Fill out incident reports and pass on to Club Pres. or board member ASAP.
8. If a club member rides to Table with us, they go home with us unless prior arrangements have been made and brought to your attention before leaving Lloydminster in the morning. Be firm with this, no exceptions.
9. Bus Ride Home. Place a check mark by the name during boarding. Latecomers an asterisk (dependent upon reason for lateness a letter may be sent home). Do not leave without all members present and accounted for, or every effort has been made to locate them. If a member cannot be accounted for, contact Club Pres. or Board Member so parents can be contacted ASAP upon arriving in Lloydminster regarding missing member.
10. **Load bus at TABLE MOUNTAIN at 3:30 p.m. Lloyd time – 4:30p.m. Sask time.**  
Bus to leave Table Mountain at 4:00pm Lloyd time. Arrives at Museum at 5:00-5:15pm.  
Members not to start boarding bus before 3:30pm Lloyd time – 4:30pm Sask. time.
11. Garbage bags are supplied. Take a walk through the bus/van when you arrive back in Lloyd and be sure that all club members put their garbage in the bag before they get off the bus.  
**Remind kids when coming into Lloydminster to pick up ALL GARBAGE, under seats and in head racks. IF PROBLEM PERSISTS NO FOOD OR DRINKS WILL BE ALLOWED ON BUS.**
12. **Do not leave the Barr Colony Museum Parking Lot until members/guests are picked up.**
13. Return Binder and Radio's to - Bus Coordinator. Required for the following week's bookings.