



YMCA Hayo-Went-Ha Camps Sparks Day Camp Bus Transportation

To assist in maximizing our bus transportation, all campers that require or desire to take our Sparks Day Camp bus must be signed up and paid in advance. You can add the bus transportation to your camper's account at the time of registration or add it later. The cost of the bus is **\$20.00** for the week and will not be pro-rated or refunded for when a camper does not ride the bus every day. Payment must be made at the time of registering for the bus.

Below please find the pick-up and drop-off times for each location.

If you do register your camper for bus transportation, please take a moment to read through our Transportation Policy on page 2.

SPARKS DAY CAMP BUS SCHEDULE

<u>Pick-ups</u>			<u>Drop Offs (same locations)</u>	
Clam River Bridge	8:15 am	Public Access/Dockside	Clam River Bridge	5:10 pm
Bellaire	8:30 am	Richardi Park near Bridge Street	Bellaire	4:55 pm
Central Lake	8:45 am	Thurston Park near the shelter	Central Lake	4:40 pm

TRANSPORTATION POLICIES for State YMCA of Michigan & Hayo-Went-Ha Camps (revised 06/02/2014)

The Transportation policies were developed to insure the safety of participants and staff as well as minimize the risk involved with vehicle usage.

Driver Rules & Responsibilities.

- Each vehicle will be safety checked prior to and after being used.
- LOG Books must be completed before and after use of every vehicle.
- Any problems noticed during use of a vehicle must be noted and reported.
- Driver is responsible to maintain head count consistent with records; this includes checking faces to make sure the correct campers are on the bus.
- Driver is responsible for ensuring that the passenger count does not exceed the legal limit for the vehicle in use.
- **Prior to departure the Driver will educate the passengers as to the Safety and Transportation Rules,** including but not limited to the list below, wearing seat belts, remaining seated, keeping emergency exits clear, not distracting driver and any other requirements in specific vehicles.
- Passengers must be unloaded prior to any refueling.
- Refueling will only be done in safe, prescribed manner.
- Loaded buses must always stop at railroad crossings, except exempt as marked by State Law.
- Driving Vehicles with 15 passengers or more requires another trained staff member on the bus to supervise the Campers.
- If driving a vehicle that you are unfamiliar with, you must receive an orientation by the Transportation Director or designee.

Passenger Safety and Transportation Rules (THESE RULES MUST BE READ TO PASSENGERS)

- All passengers must wear seat belts where fitted. (shuttle vans and cars)
- All passengers must remain seated at all times.
- Passengers may not place any part of their body outside of the vehicle.
- Noise must be kept at a manageable level.
- Emergency exits cannot be blocked.
- Passengers will respect others by keeping hands and feet to themselves.
- Wheel chairs may only be loaded into vehicles were they are able to be secured to vehicle, and wheels locked in place.

Summer Camp Trip Transportation Rules

- Health and "Permission to Treat" forms for summer campers will be carried in vehicles when traveling beyond a fifty mile radius from camp. For school groups, these forms may be carried by the teachers who are part of the convoy.
- There will be at least one additional staff member aboard the vehicle. This staff member will be responsible for all camper behavior. The driver is responsible to drive; the additional staff member will minimize distractions to the driver.
- Private Vehicles may only be used to transport Campers when written permission from vehicle owner has been obtained and vehicle is listed on the State YMCA of Michigan Insurance.
- If a group does not meet the driver at the specific time, the driver will contact the Camp Director immediately and the Camp Director will initiate the appropriate steps.
- If a group does not contact camp at the agreed upon times, the Camp Director will take appropriate steps to locate them.
- If the bus is delayed at all, the Camp Director or assigned Office Staff will contact the parent/guardians