

GENEVA GLEN TRANSPORTATION RULES & RESPONSIBILITIES

Drivers and staff in charge will explain all these regulations to the passengers prior to departure.

GENERAL RULES

1. All passengers will load at a designated safe loading area (Chapel / Bears Corner / Lodge), and be fully belted in before the van pulls away.
2. No camper should be left unattended in the vehicle.
3. *Everyone* must use seat belts, which includes the use of wheelchair-friendly seatbelts (which must be used in locked positions and secured within the vehicles in question).
4. No standing in the vehicle while in motion.
5. Arms, legs, head, etc...must remain inside the vehicle.
6. No alcoholic beverages or illegal substances in camp vehicles.
7. All passengers will remain in the car during any stops unless the driver and/or staff directs them otherwise. This includes refueling.
8. No smoking in vehicles.
9. Discuss plans for how to deal with inclement weather – convey this information to the administration.
10. Keep horseplay and noise level in vehicles low.
11. Always exercise courtesy as a driver, as well as a passenger.
12. Campers must be accompanied by a staffer when in public places, and campers must be informed of this upon debarking in any public facility such as restrooms, restaurants, etc. Campers should be told to stay with the group and avoid hooking up with strangers.

DRIVER RESPONSIBILITIES

1. One staff member will stand outside of the van to help guide the driver when backing.
2. Have on your person your Driver's License.
3. A minimum of two staff on each trip-preferably three. One must be First Aid / CPR certified.
4. Drive at the indicated speed limits, or below, at all times.
5. Stop at all railroad crossings, within 50 feet, but not less than 15 feet from tracks. Do not shift gears while crossing tracks.
6. Be knowledgeable of vehicle emergency procedures.
7. Use common sense.
8. Check for food to be taken.
9. Check the car: Gas , oil, tires, radiator, equipment checklist, etc. DAILY VEHICLE CHECK.
10. Vehicle should be cleaned upon return.
11. Be sure vehicle is filled with gas, oil, air, etc. upon return
12. Report any maintenance needs to the proper person.
13. You are responsible for leaving and returning ON TIME. If there is ever a problem, notify camp.
14. Follow Emergency Procedures. Record the sequence of activity to facilitate an incident report upon return to camp.

CAMP RULES AND REGULATIONS

1. Record names and the cabin/dorm of all campers leaving camp. This is the Trip Log, and must be completed before leaving camp. Turn in log at the upstairs office.
2. A copy of the parent's authorization of emergency medical treatment for each camper leaving camp must be in the vehicle before departure – these are digital files located in the trip manual on a flash drive.