

## BUS RIDER CHECKLIST

### MORNING PICK UP

- **Arrive at your bus stop with an adult 10 minutes before boarding time.** Have your belongings ready. **Parents** remain present until you have checked in with the bus chaperone and verified your afternoon bus plans.
- When the bus arrives, line up by the door and wait for the bus chaperone to check you in.
- The bus chaperone will verify the afternoon transportation plans with each parent prior to boarding.
- If your pick up plans have changed ie. you will not be returning by bus or the same bus – your parent must fill out a **Bus Request/Change of Plans Form** and give it to the bus chaperone or call camp headquarters to make those changes.
- Once you have been checked in, take a seat on the bus.

### MORNING ARRIVAL AT CAMP

- Gather your belongings.
- Exit the bus one at a time and check off with the Bus Chaperone.
- Head to the Singing Tree (near gate to dirt road leading down into shelter).

### AFTERNOON LOADING

- At the end of the afternoon flag, listen for your bus to be called.
- When your bus is called gather at the center of the field and walk with your bus group to your bus.
- If you are not sure of your transportation arrangements tell your Unit Leader at once. She will help you.
- Line up and check in with the Bus Chaperone one at a time at the door of the bus.
- Once you have been checked in, take a seat on the bus.

### AFTERNOON PICK UP

- When the bus arrives at your stop, gather your belongings and get off the bus one at a time.
- Wait at the bus door to be checked off by the Bus Chaperone and released to your parent.

### PARENT / ADULT RESPONSIBILITIES

- Parent/Guardian, **please arrive at the bus stop 10 minutes prior** to the bus arrival time. In the case of a delay in the bus arrival, call the Camp Director for status information.
- Riders cannot be added to the bus without making prior arrangements with Camp Headquarters. To add a rider, complete the **Bus Request Form (link on the Camp Wil-Lo-Linn website)** and turn it in to headquarters in the morning or call in the bus change to headquarters.
- In case of an emergency where an alternative pick up adult must be used, call Headquarters immediately to notify the Director.
- At the afternoon pick up, when the bus arrives hand your completed **Camper Pick Up Card** to the Bus Chaperone. Be prepared to show ID. If you are not listed on the camper release form, the Bus Chaperone will call Headquarters to verify pick up. Make sure all adults to pick up camper are listed on the Camper Release Form. If you want to add a name, complete an updated **Camper Release Form** (link on the Camp Wil-Lo-Linn website) or phone / text Headquarters.
- If you do not have a pick up card, ask the Bus Chaperone for one and fill it out immediately. Wait in line to give it to the Chaperone.
- If you are picking up someone else's child and you are not listed on the Camper Release List, write down your driver's license number on the pick up card and call the parent so they can give verbal approval to the Bus Chaperone to release the camper to you.
- ***We strongly suggest that parents contact the camp headquarters before the end of the day to verify the identity of anyone they have asked to pick up their camper if they are not listed on their Camper Release List.***
- ***Delays in verification or late arrivals of adults jeopardize our entire bus program. When this occurs the Bus Chaperone will provide you with a Late Camper Pick Up Letter. Two delays will result in the camper not riding the bus. "Late arrival" means 5 minutes after all the other campers are picked up.***

**VOLUNTEER BUS COORDINATOR – Emma Reinhart/Professor 503-887-9066**

**VOLUNTEER DIRECTOR/Headquarters - Barb Weiser/RainbowHeart (503) 770-0601**