



TRANSPORTATION SAFETY

Driver & Vehicle Policies and Procedures

Updated May 2021

Emergency Vehicles

- For emergencies, call 911 for an ambulance or fire or police response. Skyline is within 10 minutes of each of these emergency services.
- For Skyline programs, a minimum of one roadworthy and fueled passenger vehicle must be available for emergency transportation of any injured persons to emergency facilities.
- Skyline-owned vehicles may be used for this purpose, and an emergency need will override any activity it may be otherwise engaged in, if safe and appropriate.
- Non-Skyline-owned vehicles can only be assigned to this use with the written permission (form available) of the vehicle's owner.

Emergency Equipment/Forms

Every vehicle used to transport campers and staff should be equipped with a first aid kit and emergency accessories such as fire extinguisher, reflectors, maps, motion sickness bag, flashlight, blanket, chalk, and container of fresh drinking water. For trips over 10 miles from camp, the staff member accompanying the group must carry health forms for all passengers and a cell phone for emergency communication. A vehicle registration, vehicle mileage sheet, insurance information, vehicle safety maintenance checklist, and this sheet should be in the vehicle at all times. A list of campers/drivers and their vehicles must be available at the camp. Any changes to this must be telephoned into the camp.

Vehicle Type & Capacity

Campers, guests and staff should only be transported in vehicles designed to carry passengers. They are not permitted to ride in the back of trucks except in an extreme emergency and when directed by appropriate staff (i.e. fire evacuation.) Vehicles should carry only the number of passengers specified by the vehicle manufacturer. There should be a seatbelt for each passenger. An adult staff member trained in safety and group management must be present in each vehicle. If traveling in a vehicle with more than 8 persons, this is in addition to the driver. Extra staff and/or aides must be present for campers with disabilities, based on a minimum ratio of 1 staff to 3 campers.

Vehicle Safety Checks

Prior to transporting campers, the following must be checked and recorded in the vehicle log book:

Weekly: Lights, horn, windshield & wiper condition, brakes, mirrors, fluid levels, hazard lights, tires (with a gauge).

Daily when being used: Tires (visually)

Passenger Orientation

Passengers should be instructed in the following safety procedures prior to transporting:

1. Campers are in the camp's *in loco parentis* care from the moment a parent/guardian signs them in (pick up) until the minute they are signed out (drop off). The vehicle is an extension of camp, and all other camp policies apply.
2. Passengers should remain seated at all times with all body parts inside vehicle.
3. Seatbelts should be fastened – one person per seatbelt. Booster seats or child restraints must be per age/weight requirements.
4. Noise level should be such as to not distract the driver. There should be no throwing of objects or other disruptive behavior.
5. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of staff member and/or driver and use buddy system if leaving the vehicle.
6. Any wheelchairs must be locked/secured, and passenger seat belted into the chair and/or vehicle, as appropriate to the equipment.

Driver Requirements

To transport campers or drive camp vehicles off the site, drivers must be 21 years of age and hold valid vehicle operator's license for the size and type of camp vehicle, have no moving violations for previous 18 months, verified by a background check through the State within 4 months of camp.

Travel Procedures

Vehicles should be kept a safe distance apart if traveling together. It is not recommended that vehicles travel by convoy. Drivers should pre-establish rest stops to check in with each other. All drivers should have maps, complete directions to destination, and appropriate telephone numbers. One driver should be appointed lead driver. On any trip, stops should be made only at acceptable rest stops. After three continuous hours, the vehicle must stop to rotate drivers and rest the passengers. All traffic laws of the state are to be strictly obeyed when transporting campers and staff.

Behind the Wheel Training

If you are driving a vehicle that you normally do not drive, the camp director will evaluate and determine when additional behind-the-wheel training is required before transporting persons or equipment. (Includes training in vans, camp trucks, buses, and vehicles pulling trailers.)

Camper Behavior

In larger vehicles, behavior problems should always be the responsibility of adults or staff members other than the driver. If the driver is the only staff member available to handle disruptive behavior and verbal corrections are not successful, he/she should pull off the road in a safe area. Follow established camp discipline procedures (see staff manual).

Loading and Unloading Passengers

Load and unload in areas that are free from vehicular traffic unless an emergency. The vehicle should be in park with the emergency brake on and the motor turned off. Loading and unloading will take place in an orderly fashion following directions from staff member. Campers should be directed where to assemble after unloading and kept under supervision of an adult.

Dealing with Passenger Illness

- Administer first aid as needed. Keep the camper comfortable.
- If you need to stop, try to do so in an authorized or designated area.
- Contact camp about the camper or return to camp as soon as possible and have the camper check in with the Health Officer.

Accident Procedures

- Attend to any ill or injured passengers. If medical care is needed, see that they are taken to nearest medical facility, or EMS is called.
- Place reflectors or emergency flashers as appropriate. If vehicle has to be moved, mark the location (from back of tire) with chalk.
- Instruct passengers to exit vehicle, when appropriate, using the buddy system. Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. Campers must be supervised by an adult at all times.
- Contact Camp Director or designated emergency contacts.
- Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.

Dealing with Vehicular Breakdown

- Move off the road as far as possible. It's better to drive on a flat tire than park in an unsafe place.
- Place the transmission park. Turn off ignition and remove key.
- Set the emergency brake.
- Set four way turn (emergency) blinkers.
- If vehicle must stop in non-designated parking area (ie., the side of the road), carry reflective triangles between yourself and the oncoming traffic when placing reflectors in the following places:
 - On the traffic side of the vehicle, within ten feet of the front or rear corners.
 - About 100 ft. behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in.
 - Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
 - If stopped on or by a one-way or divided highway, place warning devices 20 feet, 100 feet, and 200 feet toward the approaching traffic.
- If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure campers are supervised at all times by an adult. If evacuation from a bus is necessary, follow established procedures and directions of the staff member.
- Contact camp with information about nature of the breakdown and your exact location. Additional help may be requested if needed. One staff member must stay with the vehicle and campers.