



# Parent & Camper Transportation Guide



## **INTRODUCTION**

The Fitness by the Sea Transportation Program is an optional service provided by Fitness by the Sea, Inc. and is contracted through Mission School Transportation Inc. This guide has been created to explain the program to parents who choose to utilize the service.

## **INSPECTION AND MAINTENANCE**

The Department of Motor Vehicles and the California Highway Patrol have complete jurisdiction over our vehicles and drivers. The CHP inspection includes maintenance records and daily driver inspection reports on each vehicle. It also includes an evaluation of each individual's driving record. Although the CHP inspects Mission School Transportation buses at their bus yard, we have complete access to maintenance reports and driver history.

## **SEAT BELTS AND CAR SEATS**

All of the buses come equipped with lap seat belts. All children are required to use the seat belts. If you are the parent of a younger child and would like for them to use a car seat, one will be provided by Mission School Transportation. These car seats are specifically designed to be used in busses, and they meet all of the Federal safety requirements. If your child needs a seat, please notify our office immediately so that we can have one designated for him/her on the bus.

## **DRIVER SELECTION**

Mission School Transportation selects their hired drivers to ensure they have experience interacting with young children and are a friendly face for campers during their bus rides. The DMV requires that each driver be at least 18 years of age, possess a current *Special California Class B Driver's License* and have a good driving record. Each driver must complete a medical examination (which includes drug testing) and the DMV Commercial Drivers bus driving test.

## **BUS SUPERVISION**

The State Law does not require supervision on a school bus, other than the driver, but we choose to provide a Fitness by the Sea staff member to supervise and entertain the children on the bus. The role of the bus counselor is to facilitate sign in and out of campers according to Fitness by the Sea policy, assist campers on the bus, control safety, lead singing and games, and provide any other assistance that may be needed. In the rare event that the bus counselor is absent and we do not have an alternate available then the driver is solely in charge.

## **YOUR CHILD'S EXPERIENCE**

We believe that the camp day begins when your child steps foot on the bus. Each morning as your child enters the bus there will be greetings by the driver, the bus counselor and camp friends. While riding the bus your child will have an opportunity to meet new friends, share experiences and participate in bus songs and games. This is a very valuable extension of the camp day. There are many aspects of social and emotional growth that take place while riding the camp bus. Please help your child to enjoy this experience by reinforcing and inspiring positive thoughts about the bus ride to and from camp.

## **DRIVER COMMUNICATION**

Billie, one of our Owners, is in the office each day at 7:00 AM. She contacts each bus counselor every morning to provide the camper list for each stop and any changes for the day. If you know in advance that your child will not be on the bus for a day for which you have scheduled transportation, please call (310-459-2425) or email (info@fitnessbythesea.com) the camp office as far in advance as possible so your child's schedule can be updated. *If your child is sick the night before or the morning of camp*, please call the office no later than 7:30am and leave a message (310-459-2425) so that the change can be communicated to the bus counselor.

## **PRIOR TO BOARDING THE BUS**

PLEASE ASSIST US BY MAKING SURE YOUR CHILD(REN) USE THE BATHROOM PRIOR TO BOARDING THE BUS IN THE MORNING! The bus is unable to stop for bathroom breaks once it is in route. Please also remind them to use the bathroom in the afternoon before camp ends. Thank you in advance for your assistance!

## **BUS STOP TIMING**

1. All of our bus stops are between 10 – 60 minutes away from camp.
2. The bus will be waiting at the stop for 15 minutes before departure each morning. This is called boarding time; you may drop your child off at any time during this window.
3. Please keep in mind that we have a small amount of time to get the kids to camp and will *always leave at the scheduled time*. **We will not wait for your child after the scheduled departure time**. If you are running late and are able to meet the bus at a subsequent stop, you are welcome to do so.
4. There can be circumstances, such as traffic, that may cause a bus to arrive late in the afternoon, however we ask parents to plan on arriving 5 minutes prior to the established pick-up time in the afternoon.
5. If the bus is running more than 10 minutes late, either a text or email will be sent to the primary contact on the account of the enrolled child on the bus.

## **FAILURE TO PICK UP A CHILD**

The procedure to be followed in the event that no one is at the scheduled stop by departure time to pick up a camper will be as follows:

1. If a camper is not picked up at a bus stop in the afternoon by the scheduled departure time, the parents will be contacted by phone on all numbers submitted on the registration form.
2. If we are unable to reach the parents, the camper will be kept on the bus for the remainder of the route and we will continue attempting to contact the parents.
3. If an authorized pick up person is able to meet the bus at the next scheduled stop by the departure time, they may pick up the camper at that stop.
4. If the camper is not picked up at one of the regular stops, the bus counselor will wait with the camper at the final bus stop on that particular route until the camper is picked up by an authorized pick up person. There will be an additional fee assessed if this happens.
5. If this situation occurs a second time, the child will no longer be permitted to ride on the bus.

## **UNAUTHORIZED PICK UP PERSON**

The procedure to be followed in the event that an unauthorized person is at the stop to pick up a camper will be as follows:

1. If a person who is not on the 'Authorized Pick-Up List' on the family account is present to pick up a camper, the parents will be contacted by phone on all numbers submitted on the registration form.
2. If we are able to reach the parents and receive verbal authorization prior to the scheduled departure time, we will release the camper.
3. If we are unable to reach the parents for authorization, the camper will be kept on the bus for the remainder of the route and we will continue attempting to contact the parents.
4. If at any point we reach the parents and receive authorization to release the camper *and* the pick up person is able to meet the bus at the next scheduled stop by the departure time, they may pick up the camper at that stop.
5. If we do not receive authorization and the child has not been picked up at any of the preceding stops, the bus counselor will wait with the camper at the final bus stop on that particular route until the camper is picked up by an authorized pick up person. There will be an additional fee assessed if this happens.
6. If this situation occurs a second time, the child will no longer be permitted to ride on the bus.

## **ESTABLISHING YOUR BUS STOP**

Each bus stop is established in order to assure minimal driving time, safety, efficiency and maximum comfort for both the camper and the driver. Although a short ride to camp for each child is desirable, the stop closest to your home location has a direct bearing on the duration of your child's bus ride. There are three (3) separate stops with pre-established pick-up times, you are welcome to choose any of them at the time of enrollment. For the complete location and time schedule please visit the Transportation page on our website ([www.fitnessbythesea.com](http://www.fitnessbythesea.com)). The following is a list of the policies and procedures that apply to our transportation program.

## **TRANSPORTATION FEES AND CANCELLATION OF TRANSPORTATION**

Transportation is an optional, add-on service at Fitness by the Sea. If you have prescheduled transportation, there is no cost reduction if you drive your child to and from camp. If you cancel bus transportation completely (you must do so through the camp office), your account will be credited for the cost of transportation for the remainder of your child's enrollment.

## **BUS ASSIGNMENTS**

DUE TO SPACE LIMITATION ON EACH BUS, ATTENDANCE ACCOUNTABILITY AND SAFETY WE DO NOT ALLOW CHILDREN TO BE PICKED UP OR TO GO HOME ON A DIFFERENT BUS. A CHILD MUST ARRIVE AND DEPART ON THE SAME BUS. If a camper must leave camp early, then it is the parent's responsibility to make arrangements for early pick up. The parent must pick up the child at camp.

## **EMERGENCY BUS PROCEDURES**

Each vehicle possesses a first aid kit, emergency warning markers, a fire extinguisher, a cell phone and a packet containing emergency procedures and phone numbers. The driver and bus counselor have been fully trained as to the proper use of the equipment and the procedures in the event of an emergency.

Bus Rules slightly vary depending on the driver and bus counselor; however these are general rules that always apply.

## **FITNESS BY THE SEA BUS RULES**

Parents must review the bus rules with their child prior to the beginning of their summer camp experience. Please be sure to explain that these rules will be enforced by the bus counselor, and that they are for the safety and well being of your child.

1. Remain on the curb or sidewalk until the bus arrives.
2. Wait for the bus to come to a complete stop before you approach it.
3. Never chase after the bus.
4. Remain seated at all times in your designated seat.
5. Always wear your seat belt.
6. When preparing to depart, wait until the bus has come to a complete stop before releasing your seat belt and rising from your seat.
7. Do not put your arms or head out of the window.
8. Never throw anything out of the window.
9. Sit with your back against the seat at all times. Do not sit on your knees or turn around at any time.
10. Keep your hands and feet to yourself and treat others with respect.
11. Don't chew gum or eat on the bus. Water is the only thing allowed to be consumed on the bus.
12. We do not recommend bringing any iPods, cell phones or other electronic devices to camp. We are not responsible for any lost, stolen or broken devices.
13. You must, at all times, follow the directions from the driver and the bus counselor.
14. Tell your bus counselor if you have any problems or if you need help while on the bus.
15. Always go to the restroom before boarding the bus.
16. Enjoy your ride to camp!

We hope that this guide has given you a better understanding of our transportation program. We look forward to providing you and your child with an excellent transportation program for the coming summer.