

# Transportation Safety

## Driver and Vehicle Policies and Procedures

### Emergency Equipment and Forms

Every vehicle used to transport campers and staff, should be equipped with a first aid kit, fire extinguisher, emergency reflectors or flares, chalk, a cell phone and a flash light. For trips over 20 miles from camp, the staff member accompanying the group must carry health forms for all passengers and a cell phone for emergency communication. A rental agreement or vehicle registration, vehicle mileage sheet, current insurance card, vehicle safety maintenance checklist, and this sheet should be in the vehicle at all times.

### Vehicle Type/Capacity

Campers and staff should only be transported in vehicles designed to carry passengers. They may not 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 must be present in the vehicle; this is in addition to the driver. Extra staff must be present for campers with disabilities, based on ratios established for persons requiring additional assistance or supervision. (15 passenger van: 2 adults for up to 13 campers)

### Vehicle Safety Checks

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

./ lights            ./ tires            ./ mirrors            ./ windshield and wiper condition  
./ brakes            ./ fluid levels    ./horn                ./ emergency warning systems

On designated camp vehicles, these items must be checked monthly, regardless of vehicle use.

### Passenger Orientation

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

1. Passengers should remain seated at all times with hands and arms inside vehicle.
2. Seatbelts should be fastened - one person per seatbelt.
3. Noise level should be such as not to distract the driver. There should be no throwing of objects or other disruptive behavior.
4. Passengers should enter and leave the vehicle under the direction of the 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.

### Driver Requirements

To transport campers or drive camp vehicles off the site, drivers must be 21 years of age (for trips up to one hour in duration; for trips longer than one hour, driver must be 25) and hold valid vehicle operator's license for the size and type of camp vehicle, have no moving violations for the previous 18 months, verified by a background check through DMV, and have participated in (when required) and passed random drug and alcohol testing.

## **Travel Procedures**

Vehicles should be kept a safe distance apart if traveling together. 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 trips, 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, as outlined in the Camp Director Manual.

## **Backing Up**

Because you cannot see everything behind your vehicle, backing up is always dangerous. Avoid backing up whenever you can. When you park, try to park so you will be able to pull forward when you leave.

When you have to back, here are a few simple safety rules:

1. Look at your path
2. Back slowly using your mirrors
3. Back and turn toward the driver's side whenever possible
4. Use a helper whenever possible

## **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.

## **Fuel**

The designated emergency vehicle should not get below half a tank of gas. Always refuel before getting down to a quarter of a tank. The engine must be turned off to refuel. If transporting campers, they are to remain in the vehicle. Do not allow unsupervised campers to leave the vehicle for any reason.

## **Dealing with Passenger Illness**

1. Administer first aid as needed. Keep the camper comfortable.
2. If you need to stop, try to do so in an authorized or designated area.
3. Contact the camp about the camper or return to camp as soon as possible and have the camper check in with the First Aid Coordinator.

## **Accident Procedures**

1. Attend to any ill or injured passengers. If medical care is needed, see that they are taken to nearest medical facility.
2. Place reflectors or emergency flashers as appropriate. If vehicle has to be moved, mark the location (from back of tire) with chalk.
3. 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.
4. Contact Camp Manager or designated emergency contacts.
5. Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.

## **Dealing with Vehicular Breakdown**

1. 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 in low, reverse or park. Turn off the ignition and remove key.
2. Set the emergency brake.
3. Set emergency blinkers.
4. If vehicle must stop in non-designated parking area (i.e., the side of the road), carry reflective triangles between yourself and the oncoming traffic when placing reflectors in the following places
  - a. On the traffic side of the vehicle, within ten feet of the front or rear corners
  - b. About 100 ft. behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in.
  - c. Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
  - d. 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.
6. 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.
7. 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.

# Emergency Procedures for Drivers

Vehicle Description: Vehicle License #: \_\_\_\_\_  
Camp Name: Tower Hill Camp – Habitat \ Volunteer Camp  
Camp Manager: Douglas Pompey  
Camp Phone Number: 269-426-3881

Camp Office Phone 9:00 a.m. -5:00 p.m., Monday - Friday

After Hours and Weekends:

Name: Douglas Pompey Number: 269-426-3881 \_\_\_\_\_  
Name: \_\_\_\_\_ Number: \_\_\_\_\_

1. Attend to any ill or injured passengers. If medical care is needed, see that they are taken to nearest medical facility.
2. Place reflectors or emergency flashers as appropriate. If vehicle has to be moved, mark the location (from back of tire) with chalk.
3. Instruct passengers to exit vehicle, when appropriate, using the buddy system.
4. 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.
5. Contact Camp Manager or above emergency contacts in the order listed.
6. Obtain names, addresses, and telephone numbers of any witnesses.
7. Obtain location where any police reports will be filed.

Papers to be in vehicle at all times:

- Rental agreement or vehicle registration
- Vehicle mileage sheet
- Vehicle safety maintenance checklist
- Emergency Procedures for Drivers

Do you have your emergency equipment?

- |  |  |
|--|--|
| <input type="checkbox"/> First Aid Kit     | <input type="checkbox"/> Road Maps                           |
| <input type="checkbox"/> Flashlight        | <input type="checkbox"/> Change for telephone, or phone card |
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Chalk                               |
| <input type="checkbox"/> Reflectors        | <input type="checkbox"/> Cell phone (when designated)        |

Do you have your paperwork?

- Insurance packet (insurance forms and incident report)
- Rental Agreement
- Vehicle Safety Maintenance Checklist
- Rental Vehicle Mileage Sheet