



## **Bus Riding at Colorado Academy Summer Programs**

Dear Parents,

Please take a few minutes to review the bus procedures for Colorado Academy Summer Programs. If you have questions regarding these policies, please contact the Camp Office at 303-914-2531.

Please note that you can view your child's route and stop number by logging into your account and clicking on the bus transportation form in the forms section of your account. Please call the office at 303-914-2531 if you have questions about the stop location.

You will be required to sign your child in and out with the bus driver. If your child will not ride the afternoon bus, or will need to ride a different route, please notify the bus driver in the morning and also contact the camp office.

**Transportation Office/Dispatch Phone Number:** 303-914-2540. Please note that bus drivers cannot be reached via cell phone while they are driving the bus. All communication must go through the transportation office. Please keep this phone number in a convenient location in the event that you need to contact us after regular camp hours.

**Parent Late for Pickup at Bus Stop:** Camp policy is never to let campers off at an unattended bus stop unless parents have made such a request in writing. If an adult is not at a stop, the child will remain on the bus and return to Colorado Academy. If you are late getting to the pickup point, please call the Academy bus service as soon as possible. **(303) 914-2540**. The individual on duty can tell you where you might be able to meet the bus at a later stop or make arrangements for you to pick up your child at the AfterCamp program when the bus returns to campus.

**Missed Bus:** Should you miss the morning bus, call the bus service at **(303) 914-2540** and try to make arrangements for a pickup farther down the route. If such arrangements cannot be made, we would appreciate your bringing your child to camp. If bringing your child is impossible, please call the camp office and we will make arrangements for a special pickup of your child. We do not want any child to have to miss a day of camp.

**Camper responsibilities:**

1. The driver has full responsibility for the safe operation of the bus, therefore, campers **MUST** comply with driver requests
2. Campers must remain seated at all times
3. Campers must not move to board or exit a bus until it is completely stopped and the door is open
4. The same courteous conduct expected at camp should be observed on the bus. Conversation is permitted, however, shouting, running and fighting are not. Horseplay such as the following will not be tolerated:
  - a. extending arms or head from bus window
  - b. shouting at passersby
  - c. throwing any object out of the bus or within the bus
  - d. unnecessary conversation with driver
  - e. littering
  - f. foul language
  - g. any conduct that is distracting to the driver, or threatens the safety of other passengers, will not be permitted
5. At the discretion of the driver, seat assignments may be made. Campers may not reserve seats or prevent other students from sharing available seats
6. Campers may not exit through the emergency door unless a bona fide emergency exists.
7. Be kind, especially to new or younger campers
8. Keep track of your belongings
9. Campers must be on time and ready to board when the bus arrives. Many times the driver has stopped traffic on the street for loading and is not in a position to wait. Also, waiting for late riders causes the bus to run behind schedule and arrive at camp late. In fairness to those who are on time, drivers are instructed not to wait for late riders
10. Repeated failure to observe and carry out bus riding responsibilities may result in a suspension of bus riding privileges.

**Attendance of Bus Riders:** For children arriving/departing by bus, attendance/departure is taken by each bus driver. Camp counselors greet all children at the bus upon arrival on campus to sign them into their first block programs.

**Health Issues:** All Bus Drivers are certified in CPR/First Aid. If your child requires a specific health plan, please discuss this with the camp nurse when she contacts you prior to the first

week of your child's camp. If you have questions regarding this procedure, or if you would like to contact the camp nurse, please call the camp office.