

# Bus Rules



Please review these bus rules with your child prior to the season starting. It is imperative for the safety of all the children that we enforce the rules. **Any child who does not follow the rules may be excluded from our transportation.** We will also review these rules at camper orientation. Thank you for your cooperation.

## SAFETY RULES FOR CHILDREN USING HARBOR HAVEN TRANSPORTATION

1. Always stay seated.
2. Seat belt must be on at all times.
3. No eating on the bus. Water bottles are allowed.
4. No chewing gum.
5. Do not put anything out of the windows, including head, arms, hands, toys, hats, etc.
6. Do not drop anything out of the window.
7. Use inside voices only so the driver is not distracted.
8. Do not block exit doors with any items or equipment.
9. You must be on best behavior to ensure the safety of all.
10. Listen to the bus counselor.
11. Have fun listening to music, talking to your friends and playing travel games!

We will not leave your child at home unless a parent or other authorized designated adult is there to receive your child. If your child is 13 years of age or older **and** you believe that he/she is mature and responsible enough to be left at home without a parent or other authorized adult present, you must submit a note with the signature of a parent or legal guardian **prior** to the start of the program.

If no one is home to receive the child the counselor will either call you directly or will call the office so that we may try to reach you and see if you are going to arrive momentarily. If your child is unable to be dropped off, the driver and counselor will keep the child on the bus and will continue the route. At the completion of the route, they will return to your home to see if the situation has changed. [Please notify us if you are running late so that we can be prepared for a situation of this kind. We can communicate with every bus/van by cell phone.]

The first day of camp, we will conduct a practice van/bus evacuation. A second practice van/bus evacuation will take place on the first day of the second camp session.

Pick up and drop off times will be communicated to you when our transportation team visits you during their practice runs a few days before camp begins for those starting weeks 1-4. [For campers starting after week 4, we will be in communication with you prior to your child's start date.] They will knock on your door and discuss the times. If you are not home they will leave a note on your door to call Harbor Haven for approximate pick up and drop off times. You will also have a chance to meet the bus/van counselor at the pre-camp orientation sessions.

A good rule of thumb for the first few days is to have your child ready at 8 a.m. but to expect some fluctuation. Expect drop off time to be between 4:00 and 4:45 depending on how far you live from camp. Busses depart from Harbor Haven between 3:20 and 3:40 depending on the distance of the route. If you have any questions or concerns please call us at 908-964-5411.

If conditions such as weather, traffic or a bus problem delays drop off or pick up times, you will be informed by phone from the Harbor Haven office or the bus counselor. If you feel that your child's bus is late and you have not received a phone call, please feel free to call us at 908-964-5411. In most cases the bus counselor will notify us and you directly.

### *Car Seats/Boosters*

If the law requires your child to travel in a booster or car seat and Harbor Haven is transporting your child in a *mini-van*, you will need to provide a safety seat for Monday through Friday. Please call us if you have any questions regarding this issue. If your child is being transported in a *yellow school bus*, a car seat/booster is not required. We will inform you of the type of vehicle as we get closer to the opening of camp and routes are finalized. [Typically in late May or early June.]

