

Bus Captain Guidelines

Thank you for volunteering to be one of our bus captains for the upcoming Washington DC Trip! The following are some of the requirements and guidelines that will need to be followed.

- You will be responsible for the same students and chaperones for the entire trip. Take a moment to learn names of everyone on your bus.
- As a bus captain it is your responsibility to enforce the student's compliance with school rules while maintaining a fair, firm and friendly relationship. Please remember this is a school trip and we will be representing Kenowa Hills. This will also be enforced to our day group chaperones.
- It is very important to check attendance on the bus each boarding. We do not want to leave anyone behind. You will be given a list of everyone on your bus at the beginning of the trip.
- You will need to be in communication with captains from the other busses for any changes or details that need to be relayed to your bus.
- Daily you will need to keep everyone on the bus updated on our current location and/or next destination.
- Snacks and water will be distributed throughout the trip. It will be your responsibility to make sure that everyone gets one.
- The bus needs to be kept neat and clean. Trash bags will be provided, and students and chaperones will need to make sure that all trash is cleaned up.
- Each bus has a DVD player. The students can bring movies from home with a rating of PG or better. It is your responsibility to make sure the movies are appropriate. Only you should be operating the DVD player, not students. Students names should be on each movie.
- There is a bathroom on the bus. This is for EMERGENCY purposes only. We will be stopping often, and everyone should use the bathrooms at all breaks. Please note these are very similar to a port a john and will not be emptied at all during the trip.
- There will be a medically trained chaperone on your bus in case of emergency. Each bus will have a first aid kit and you will be given the medical release forms for each student on your bus. Medication will be collected prior to boarding and will be given to the day group chaperones.