**Bus Monitor Expectations**

 **Morning Bus Procedures**

* Morning – we ask that you arrive around 15 minutes before departure
* It’s required that you wear your Camp Shriver shirt
* Check off campers as they board the bus
* On the first day – if there is a camper who is not on your list, check the master list (which is included in your bus folder). If they are on the list, allow them on board the bus. If they are not, pull the family aside and call **857-271-6010**. **DO NOT LET THEM BOARD THE BUS**
* If you are missing campers at your stop on the first day, don’t panic. The parents may have decided to drop-off their camper on the first day. Call a parent contact to confirm. If they don’t answer, call **857-271-6010**. Please text **857-271-6010** when you are leaving your stop during the first week with your name and your stop.
* The first week of camp – we allow 5 minutes for parents after the designated departure time. Following the first week we leave on time.

**Afternoon Bus Procedures**

* + Before you leave campus, take a head count and check against your morning list. Count at the tent and again as you board the bus
	+ One monitor should do a total head count before the bus leaves campus to be sure you have the correct campers for all stops.
	+ At the bus stop, the bus monitor departs the bus first and marks off campers as they leave with an approved adult or walk home (children allowed to walk home are noted on your list in pink).
	+ Do not leave until all campers have been checked off your list.
	+ If a parent is late and you have been there for 15 minutes, please call **857-271-6010** and we will reach out. If this happens more than once during camp, please tell the parents/guardian that it is not acceptable, and the camper could be dismissed from camp if it happens again.
	+ If a camper seems unfamiliar with the pick-up person, you can ask for ID and check it with your list.

**Other Notes**

* + Campers can NOT change buses without permission, please check with Mark, Cassie or Danna before allowing this.
	+ Parents need to call camp if they are making ANY changes to the pickup or drop off procedures for their child.
	+ **ANY QUESTIONS -- DON’T HESITATE -- CALL CAMP SHRIVER CELL 857-271-6010 ANYTIME!!!!!!**