

Transportation Policies and Procedures



Winona Drivers

- Persons age 21 and older are only allowed to transport campers, in camp vehicles or personal cars, after cleared by our insurance company. All Winona drivers must submit originals of their driver's licenses to make copies we will submit to our insurance company for a DMV safety background check. No person who has ever had his/her license suspended, revoked, or has been charged with DUI, or a vehicular felony shall be permitted to drive camp vehicles or transport campers under any circumstances.
- Drivers age 18 to 20 may submit their license for review. If approved by our insurance carrier these driver may be able to drive camp vehicles WITHOUT CAMPERS, and rent Winona vehicles for days off.

All new drivers operating a van for the first time shall be given an orientation and skills test by one of the administration or year round staff. Only upon successful completion of this orientation and skills verification may a staff member be permitted to transport campers in a van. It is a requirement of the director to log when this training was carried out, make suitable notes, and keep it as a written record.

TRAINING FOR DRIVERS (TR-17; TR-18)

Prior to operating any camp vehicles, properly licensed drivers will be required to complete a training session with either the camp director or operations director. The training will include but will not be limited to:

- backing up
- loading and unloading passengers
- dealing with vehicular breakdowns

SEATBELTS AND SUPERVISION RATIOS (TR-6; TR-9)

- **Maine Sate law requires al passengers to wear a seat belt when in a vehicle. If a seat belt is inoperable, the seat must remain empty until repaired.**
- Maine law requires all children 12 years of age and younger who weigh less than 100 pounds to ride in the back seat of a vehicle.
- Children under the age of 8 and weighing less than 80 pounds must ride in a booster seat properly secured in the back of a vehicle.
- Capacities are determined by number of operating seat belts.
- 15-passenger vans - campers shall always be accompanied by two adult staff members.* One will be required to be a licensed Winona driver. The other will be responsible for attendance, loading, unloading, and engaging the children during the trip.
- *Only exception to the two staff member rule is trips to Wyonegonic, our sister camp located in Denmark, Maine.
- Minimum staff ratio in a van will be two staff members to 13 passengers. The staff should also be prepared with activities to engage the children during the trip. Activities should be appropriate to the age, mental ability, and physical condition of the campers.
- Vehicles with less than 15 people may have only one staff member, but it is recommended that two staff members are in vehicles when transporting campers when it is possible and practical.

CAMPER EMERGENCY INFORMATION

(TR-6)

- Any trip from camp shall require the trip leader to obtain copies of health records of participants, including permission-to-treat forms. One person on all trips should have at minimum a first-aid certification.
- Athletic events are required to have their team rosters reviewed by the Health Center prior to departure, but copies of health form will not accompany the team. Any injury requiring additional care will be met at the local hospital by a Winona representative who will have the necessary permission to treat and emergency contact information.

Drop off / Pick up Procedures (TR-5)

- Drop off / Pick up procedures varies depending on location.
- Camp will make every effort to contact parents and staff prior to DO/PU by phone, e-mail and / or mail.
- Parents should contact camp if they have any questions.

Camp DO/ PU

- A director will meet each vehicle at the dining hall on opening day and midseason day.
- Traffic will then proceed along the lower roads to each unit.
- Staff will designate parking locations in each unit.
- Visitors should stop by main office on visits to camp other than opening day/ changeover to check about parking location and any safety issues.
- Mid-season cookout – parent may proceed to units directly or park in the area near the Cobb memorial located between Senior and Inty.

Bus / Vans outside of Camp

- Bus loading locations will be chosen for safe loading/ unloading of all passengers.
- Bus companies will be involved in the decision making process.
- Each location should be away from moving traffic in a parking area when possible.
- Camp Staff will be responsible for proper loading / unloading of vehicles.
- Staff will place all luggage on outside of the vehicles for safety and easy access.

Accounting for Campers

(TR-6)

- Trip/ Athletic sign-out forms must be used for any group leaving camp – all staff and campers names should be listed on the forms.
- Forms are submitted to three locations – Main Office; Health Center and Unit Office.
- Any changes to names and forms must be updated in all locations.
- Health center will keep a log of any campers out for medical reasons.
- Campers leaving camp with parents or authorized adult must sign out with the unit director or head counselor.

Vehicle Supervision / Bus Policies (TR-5; TR-6; TR-8; TR-10)

- When a Winona vehicle departs each driver shall be aware of the telephone instructions for reaching camp.
- All vehicles of 15-passengers or more will have a camp staff member (other than the driver) trained in supervising campers, managing behavior, and enforcing safety rules.
- Events using buses (or any vehicle carrying more than 15 people), at least 3 staff members in addition to the driver must be on board, and one of those staff members shall provide directions, orientation, and explanation of emergency evacuation to the passengers.
- A notable exception to the above rules is that the camp nurse or director may transport campers to the doctor or the ER, using a camp approved vehicle.
- In the event of distracting camper misbehavior, the second and subsequent staff members should immediately handle the situation so the driver is not distracted.
- If the distraction becomes acute, the driver should pull the vehicle off the road safely, and shut it down until the matter has been adequately handled.
- Camp should be contacted immediately to discuss the situation and possible options for resolution.

Possible solutions:

- Holding of vehicle until parents arrive to remove offending camper (s)
- Removing offending camper(s) and place on public transportation with camp chaperone at parents expense
- Continuing trip while camp notifies parents of damages and disruption which has occurred and that the camper(s) will be held responsible.

Loading and Unloading Campers (TR-2; TR-3; TR-9)

- Loading and unloading shall only be done in designated areas in each unit or at the staging area.
- When doing so, the vehicle shall be parked and vehicle turned off.
- The driver shall secure the keys on his/ her person.
- Any empty seats shall be left in the rear of any 15-passenger vans for additional safety considerations.
- Loading or unloading on a hill or on a roadside is discouraged.
- Co-pilot should visually check each seat belt is properly secured, do not rely on a verbal confirmation.
- Before departing or returning, staff must count heads and confirm the counts with each other and do a roll call.
- Backing up should be done before loading or discharging passengers, rather than after.
- Always return or park your van when coming in, in a position so that you can move immediately forward later after taking passengers back on.
- Always park in designated locations and specifically assigned parking spaces for select camp vehicles. See map in office or near gas pump.
- When backing up when children might be present (e.g., trip site, picking up kids, moving in camp), always have the second staff person step out to watch the rear of the vehicle to insure it is safe, and no one is in back of you.

After completing a trip with a camp vehicle, remember to return keys right away to the office, close all windows and clean all garbage and debris out of the vehicle immediately. Do not leave a dirty vehicle, this is unacceptable. Never, ever leave the keys in it. Do not leave the keys in your pocket. If you forget them (which happens frequently), it may create a conflict in someone else's schedule or earn you an early wake up call.

Critical Checklist on Leaving a Van after Using

1. Close all windows! This is important, or they will take on rain water and/or tons of dust.
2. Remove all camper clothing. Never leave lost and found when you park a van.
3. Go through the van for any litter. Never leave any! If the campers do not cooperate--it is your job.
4. Return the keys to the office.
5. Fix minor details such as loose seat belts, hanging gaskets, loose door panels, etc.
6. Report any problems whatsoever to the directors immediately, so they can be dealt with and fixed.

Convoy Procedures (TR-9)

- When two or more camp vehicles are going to the same destination, they shall always travel together, in case one needs assistance.
- A unit director and / or a designated staff member shall ride in/drive the lead vehicle.
- The unit director will designate vehicle order for convoys of multiple vans and cars.
- All vehicles should have maps showing directions to destination.
- All vehicles should share cell phone numbers.
- Convoys will have designated meeting locations if the groups become separated.

Vehicle Equipment (TR-11)

All camp vehicles must carry:

- Fire extinguisher
- First aid kit
- Reflectors
- Paperwork – registration and insurance card; Winona Safety Information
- Spare tire
- Jack and wrench.

Mechanical (see vehicle safety check) (TR-15)

The camp director is the vehicle maintenance coordinator and keeps records of all receipts in the book-keeping office. All vehicles receive complete total maintenance each spring before being placed “on the road” including an extensive safety check at the local garage and a state inspection. All repairs or reports of trouble with a vehicle are checked out immediately by the director then if need be, the vehicle is sent to the garage for prompt repair or to be checked out in closer detail by a professional mechanic.

Special Operating Instructions

Electronics

At no time should a driver be operating a telephone while the vehicle is moving. If you must do so, park first.

Speed Limits (TR-2)

Speed limits for Winona roads are as follows, remember the larger vans always seem to be going faster from the vantage point of someone outside the vehicle:

- Hio Ridge Road: 45 mph.
- Near Farm House: 10 mph
- Winona Road: 25 mph
- Within Camp: < 10 mph

Personal Vehicles (TR-12)

Camp must have written authorization to allow campers to be transported in private vehicle. Winona requires the owner / primary operator to be the driver of this vehicle to transport campers. Private vehicles may be used in an emergency situation if camp authorization is on file.

Trailers

Trailers may be pulled by vans or trucks and must be driven by one of our approved trailer drivers. Make sure you have the right ball and hitch-- (1 7/8" vs. 2" balls). Make sure you hook up two breakaway chains or cables, the light cables. Then, just like with your vehicles, check the tires, lights, and every load tie-down on board.

Trailer registration is taped to a location on the trailers. Please check the trailer spare tire for condition prior to departure.

Roof Racks

- Roof racks have been removed from all regular 15-passenger vans, and are not allowed for safety reasons.
- Winona maintains two dually vans which have roof racks.
- Only staff members or CIT are allowed on the roof racks, never campers.
- If driving a dually van to an airport or into a city, please remember...THE ROOF RACKS DO NOT FIT INTO MOST PARKING GARAGES!

Long Distance Driving

- Trips longer than three hours are required to take a 15 minute rest stop each three hours to prevent fatigue.
- Any Winona trips over 8 hours will require two drivers or an overnight stay.

Reminders

Before Starting Out

1. Is the list of people who are going with you properly on file?
2. Is the camp aware of your travel plan and your return time?
3. Do you have your license, first-aid kit, vehicle registration, and money in case you need to call camp?
4. Have you taken the right vehicle? Review Transportation Clip Board in Maine Office
5. Have you made an initial safety inspection of the vehicle including:
 - A. tires, tread, and pressure?
 - B. lights--do they all work well, signals, stop lights, and tail lights, also?
 - C. wipers and horn?
 - D. all doors and seat belts functioning properly?

When You Return

1. Check and note any new damage or mechanical problems.
2. Park the vehicle in its designated parking spot and lock it.
3. Make sure all garbage and debris are cleared. Leave it clean!
4. Return the keys to the office and notify them you have returned.
5. Report ASAP to the camp director on duty and notify him/her of
 - A. mechanical problems
 - B. safety problems
 - C. any new damage to the vehicle
 - D. any events, problems, or incidents on the trip.
6. If vehicle is very low on gas please leave a message for the director upon return.

15-Passenger Vans--A Special Word

The DOT has recently determined that 15-passenger vans have a greater likelihood of flipping over in an accident or in a sudden defensive maneuver than vehicles you may be used to. It is therefore critical that anyone operating one of our vans have training and orientation on this type of vehicle, and be aware of the greater sensitivity in handling that 15-passenger vans exhibit under stressful maneuvering.

**Winona Camps - Vehicle Driver (TR-7)
EMERGENCY
Information**

Please follow this procedure checklist if an accident occurs:

- 1) Secure the safety of all campers and staff.
- 2) When safe, remove all passengers from a disabled vehicle. Move the passengers away from the road and traffic.
- 3) Use the first aid kit in the vehicle to treat injured, (refer to emergency first aid procedures located in the vehicle) and set-up accident reflectors located in the vehicle.
- 4) Obtain assistance of co-pilot staff, additional staff, counselors-in-training, or non-camp adults if needed. Always leave a staff member with the non-injured campers.
- 5) Call WINONA as soon as possible to advise of the situation, call authorities first if there is any serious injuries or if there is a concern about the health and safety of the campers and staff.
- 6) Call the appropriate local authorities (in Maine call 911).
- 7) Have one staff member, usually the driver, be the spokesperson and answer questions of emergency personnel. Do not allow people to talk with the campers unless it is emergency personnel. Please make sure the spokesperson directs all media contact to the Directors, Alan Ordway and Spencer Ordway, for comment.
- 8) Identify witnesses and obtain accident information. Please be sure to state only what is necessary when questioned by other driver(s), witnesses, or emergency personnel.
- 9) Keep Winona informed and follow all instructions from the Director or his designee.

WINONA PHONES:

**(207) 647-3721 or (207) 647-8025
(207) 647-2750 fax
(207) 671-3057 Spencer Ordway - Cell
(207) 590-8674 On-duty Director (night)**

Winona Camps – Vehicle Safety Check (TR-15)

- *Done on a daily basis to all Winona vehicles.*
- *Completed by Maintenance Staff or Director.*
 1. Lights
 2. Tires – pressure / wear (include spare)
 3. Wipers
 4. Windows – check for cracks or defects
 5. Emergency Flashers
 6. Horn
 7. Mirrors
 8. Fluids – including:
 - Brake
 - Oil
 - Transmission
 - Wiper Fluid
 - Coolant



Driver & Vehicle Policies and Procedures

Emergency Equipment/Forms (TR-12) – Every vehicle used to transport campers and staff should be equipped with a first-aid kit and emergency accessories, such as fire extinguisher, reflectors and maps. For trips from camp, the staff member accompanying the group must carry health forms for all passengers and a cell phone for emergency communication. This does not apply to athletic events, please see policy. A rental agreement or vehicle registration and insurance information should be in the vehicle at all times.

Vehicle Type/Capacity (TR-4, TR-7, TR-9, TR-10) – Campers and staff should only be transported in vehicles designed to carry passengers. *They are not permitted to ride in the back of trucks, except in an extreme emergency (i.e., fire evacuation), and when directed by appropriate staff.* Winona Exceptions – Field Day and Senior Circus – vehicles must be driven by a director only.

Vehicles should carry only the number of passengers specified by the vehicle manufacturer. There should be a seatbelt for each passenger. A staff member (adult) must be present in each vehicle. If traveling by bus, in addition to the driver, extra staff and/or aides must be present for campers with disabilities, based on ratios established for persons requiring additional assistance or supervision. (See established camp ratios.)

Passenger Orientation (TR-10) – Passengers should be instructed in the following safety procedures prior to transporting:

1. Passengers should remain seated at all times, with their hands and arms inside the vehicle.
2. Seat belts should be fastened--one person per seat belt.
3. Noise level should be such as to not 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 a 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.

Camper Behavior (TR-8; TR-10) - 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 (see staff 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.

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 camp about the camper or return to camp as soon as possible, and have the camper check in with the health-care supervisor.

Dealing with Vehicular Breakdown (See Winona Emergency Vehicle Instructions) (TR-7)

1. Move off the road as far as possible. It's better to drive on a flat tire than to park in an unsafe place.
2. Place the transmission in low, reverse, or park. Turn off ignition and remove key.
3. Set the emergency brake.
4. Set four-way turn (emergency) blinkers.
5. If vehicle must stop in nondesignated parking area (e.g., the side of the road), be sure to carry reflective triangles between you and the oncoming traffic when placing reflectors in the following places:
 - On the traffic side of the vehicle, within 10 feet of the front or rear corners.
 - About 100 feet behind and ahead of the vehicle, upon the shoulder of the lane where you are stopped.
 - Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
 - 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.

