

## JOB DESCRIPTION

### Bus Checkers

#### GENERAL RESPONSIBILITY:

The Bus Checkers help with transportation for Ar equi pa Girl Scout Day Camp camper s, Pr ogr am Ai des and some adults by checking the bus passenger s on and off the bus safely and following all secur ity measur es.

#### AUTHORITY AND RESPONSIBILITY:

Positi on is accountable to the Tr ansportati on Coor di nator for the quali ty of wor k pr oduced. He or she will inter act with the Bus Ri der s for tur ning in paper wor k.

#### SPECIFIC RESPONSIBILITIES:

- § Help make the pick- up/dr op- off of all camper s a smooth & easy and safe pr ocess
- § Help ensur e the safety of bus passenger s pri or to boar ding and di sembar king the bus
- § If unable to fulfill the commitment made, either in full or for one of the days, r esponsi ble for contacting the tr ansportati on coor di nator
- § Plan to ar rive at your bus stop at least 10- 15 minutes before your schedul ed bus ar rival times
- § Hold up (or attach to your car antenna) the Girl Scout Tr efoil sign you will be sent to help camper s/par ents find the bus stop
- § When camper s ar rive, make sur e they have a **pink or blue** strip attached to their gear somewher e. This i dentifies the bus they will get on at camp also
- § On Monday mor ning, ask all camper s/par ents if the camper has any medicati ons. Instr uct them to go di rectly to the nur se when they ar rive at camp to tur n them in.
- § Tur n in the check in sheet to the adult bus ri der in the mor ning ( fr om the day before). [Pr ocedur e: Each day, put the car bon paper between the two copi es of the check- in/check- out sheet before you begin. You will give the top copy to the bus ri der before the bus leaves in the mor ning, & the bottom copy is kept for use in the after noon. Beginning Tuesday, tur n in the completed bottom copy of the day before to the bus ri der. Please send Friday's copy to Shar on Sagar , 92 Ridge Road, Fair fax, Ca 94930.]
- § Please do not call out the real names of the pr ogr am ai des or allow the younger camper s to see their real names on the sheets. Keeping this secr et about their real names is a tr aditi on & we don't want to ruin it for them. Make a note of their camp names on the fir st day & try to r emember them if possible.
- § Make sur e the camper s and their gear get on the bus as quickly as possi ble, so the bus can stay on schedule. The bus needs to depar t pr omptly to stay on schedule. If the schedul ed depar tur e time has passed & a camper (s) has not ar rived – DO NOT hold the bus. If a camper ar rives late (& you ar e ther e) let them know wher e the next bus stop is located & encour age them to try to catch the bus ther e, other wise they will need to drive the child to Camp Ar equi pa.
- § The bus may possi bly ar rive late due to tr affic, etc. [Pr ocedur e: Please stay until the bus ar rives, tell all par ents that they need to stay also. All par ents ar e r equir ed to stay with their child & this poli cy is stated in their infor mati on packet.]
- § For the after noon dr op off, **all adults must show you their valid Driver's License & sign for their camper before leaving with them each day, no exceptions.** You may begin this pr ocess before the bus ar rives to expedite things, but it is imper ative that you check to be sur e that they ar e the appr oved per son to pick-up the camper . Some girls may have par ental per missi on to walk home fr om the bus stop, which will be noted on the sign in/out sheet. In the event a child is not picked up within 10- 15 minutes of the bus ar riving you will need to take the child to your home & call the Tr ansportati on Coor di nator who will call the par ent & emer gency number for that child. When the par ent ar rives they will need to pay you at a rate of \$25 per hour or por ti on of an hour that you have car ed for their child. Please do not make the child feel guilty for the par ent's mistake. And don't feel guilty asking for the money.

#### ESSENTIAL QUALIFICATIONS:

- § Ability to communicate with all types of people in a positive manner . Demonstr ates a high level of quality communi cations at all levels of inter action with par ents, camper s and staff
- § Able to wor k independently, with some di recti on fr om other s
- § Ability to instr uct camper s and Pr ogr am Ai des in safe pr acti ces on the bus

- § Shows good judgment
- § Willingness to uphold the ideals of Girl Scouting as they pertain to the Promise and Law