

JOB DESCRIPTION

Bus Rider

GENERAL RESPONSIBILITY:

The Bus Riders help with transportation for Arequipa Girl Scout Day Camp campers, Program Aides and some adults by riding the bus and overseeing the bus activities.

AUTHORITY AND RESPONSIBILITY:

Position is accountable to the Transportation Coordinator for the quality of work produced. He or she or he will work under the Day Camp Director once in camp for job assignments and direction.

SPECIFIC RESPONSIBILITIES:

- § Help make the pick-up/drop-off of all campers a smooth & easy and safe process
- § Help ensure their safety and comfort on the bus
- § If unable to fulfill the commitment made, either in full or for one of the days, responsible for contacting the transportation coordinator (your child(ren) will not be able to attend camp if you don't fulfill your commitment)
- § Plan to arrive at your first bus stop at least 10-15 minutes before your scheduled bus departure time
- § Hold up (or attach to your car antenna) the Girl Scout Trefoil sign you will be sent to help campers/parents find the bus stop
- § When campers arrive, make sure they have or distribute a **pink or blue** strip attached to their gear somewhere. This will help them remember to get on the correct bus at the end of the day.
- § On Monday morning, ask all campers/parents if the camper has any medications. Instruct them to go directly to the nurse when they arrive at camp to turn them in.
- § Collect the check in sheet from each bus checker at each bus stop in the morning from the day before and turn in to nurse at camp. On Friday ask them to mail the final sheet to transportation coordinator.
- § Make sure the campers and their gear get on the bus as quickly as possible, so the bus can stay on schedule. The bus needs to depart promptly to stay on schedule. If the scheduled departure time has passed & a camper (s) has not arrived – DO NOT hold the bus. Stow gear under the bus if needed particularly on the day of the overnight

ON BOARD THE BUS RESPONSIBILITIES:

- § Girls over 120 lbs. (Approx. 4th grade & above) & adults are maximum of 2 per seat. & girls under 120 lbs. may have up to 3 per seat. Keep all children seated at all times
- § Older girls (Program Aides) should be encouraged to lead songs on the bus, although this is not required.
- § Ask everyone to stow gear under seats if
- § There are no restrooms en route except the San Anselmo stop at the Log Cabin (restrooms outside near the playground. Please escort the child there & back).
- § DO NOT allow campers off the bus without adult supervision.
- § Collect sign-in sheet from the bus checker at each bus stop for that morning & the night before (beginning Tuesday).
- § When you arrive at camp, keep girls seated until the bus stops. Have all girls check under their seats for their belongings.
- § Check again (for belongings) yourself once they are off the bus because the bus will not return until the afternoon.
- § Please be ready & waiting at Arequipa at 2:50pm when the buses arrive to check the girls on quickly & orderly. Leave flag early if need to be sure you are ready to go. Check to see that they are on the correct bus (check for pink or blue tags on their gear). Ask everyone to check if they have their gear (small items forgotten may be picked up from the lost & found the next morning).
- § We will provide you with a first aid kit for the bus. Please be sure to turn it in to the transportation Coordinator or Day Camp Administrator BEFORE the next session of camp begins so we can give it to the next bus riders and restock it.

ESSENTIAL QUALIFICATIONS:

- § Ability to communicate with all types of people in a positive manner
- § Able to work independently, with some direction from others
- § Ability to instruct campers and Program Aides in safe practices on the bus
- § Shows good judgment
- § Demonstrates a high level of quality communications at all levels of interaction with parents, campers and staff
- § Willingness to uphold the ideals of Girl Scouting as they pertain to the Promise and Law