

Camp Driver Safety Handout



Use this handout to follow along with the All Eyes On The Road Video.

Know Your Vehicle

- Keys
- Locks
- Seat position - Mirrors
- Safety belts
- Lights / Wipers / Turn Signals
- Hazard Lights
- Fuel Tank indicator – Gas Tank location
- Parking brake
- Message displays – especially for warnings
- Take a moment to locate first aid kits
- Fire extinguishers
- Emergency kit and logbooks
- You may be driving different vehicles over the summer, so you must do the above for every vehicle you drive – even if it's the same model

Before Each Trip

- Have your physical license on you at all times.
- Verify that the tires do not appear flat – wipers and turn signals work – headlights and break lights are working with no bulbs out – no illuminated vehicle message warnings and that your horn is in working order.
- Verify that you have sufficient fuel for the journey.
- Know the number of legal passengers permitted in each type of vehicle.
- Verify that campers and staff are accounted for on the transport manifest.
- Ensure there is a physical seat with a working seatbelt for each passenger.
- Visually verify that the vehicle is not overloaded.
- Verify your emergency packet or manifest contains important emergency contact numbers.
- Verify location of Registration and Insurance card.
- Verify that you have a working mobile device.
- Familiarize yourself with your route and have appropriate directions.
- Utilize an electronic route map on the dash or mobile device in hands-free mode only.
- Assign a staff member to assist with navigation for unfamiliar routes.

Safety Briefing

- You are the captain of this ship. It is your responsibility to ensure all of the passengers adhere to safety protocols.
- Only enter/exit vehicles from the side doors – never through the rear of the vehicle.
- Never place heads or hands outside of the vehicle.
- Seatbelts **MUST** be worn **AT ALL TIMES**.
- Driver needs to visually confirm seatbelt check of all passengers.
- Music must remain at a reasonable level so not to interfere or distract the driver.
- Staff should be monitoring children, **NOT** checking their mobile devices.
- No one is to exit the vehicle until the driver gives the all clear.

Loading and Unloading

- Prior to loading, vehicle must be in park.
- If loading must occur with the motor on, the driver **MUST** be seated in the driver's seat.
- Campers will not board the vehicle until told to do so in an orderly fashion.
- Prior to departure, a headcount of passengers must be taken and cross-checked with the manifest.
- Visually inspect that all doors are properly closed and locked and **ALL** seatbelts are latched.
- Check your rear and side view before proceeding.
- Passengers will not exit the vehicle until given the all clear signal.
- Upon reaching your destination, the driver must visually inspect the vehicle to ensure that no passengers remain on board.
- Vehicles should be parked and locked with windows and doors properly shut.
- Make sure all the interior and exterior lights are switched to off.

Accidents and Emergencies

- In the event of a serious accident dial 911.
- In the event of an illness or minor injury to a camper or staff member, contact your direct supervisor or camp director for specific instructions.
- In the event of a lost camper, contact the camp immediately for instructions.
- If you're tired, unwell or uncomfortable with the vehicle in any way - pull over and establish contact with the Camp Director.

Common Sense

- Use your judgement to determine the best speed to get to your destination on time and safely.
- If you must refuel, make sure there is a plan to safely help campers exit and reenter the vehicle with proper supervision while outside of the vehicle.
- **ONLY** campers and camp staff are allowed in the vehicle.
- Maintain a level of cleanliness before and after vehicle use.