

Responsibilities of a Bus Captain

- Liaison between the group and the bus driver
- Navigator
- Communication /Coordination between the Bus and all Activity Leaders
- Coordination with all activity leaders

Liaison between the group and the bus driver:

Limiting the number of people talking to the bus driver is essential. Past experiences dictate that the ONLY person who should communicate with the Bus Driver is the Bus Captain.

Your primary responsibility is to keep the Bus Driver HAPPY and passengers SAFE.

Bus Driver is always in charge. Whatever the Bus Driver wants, they get. Please make this happen.

Navigator:

Your job is to help the bus driver get to where you are going. We will provide you with detailed directions. Please spend time reviewing the provided information before the event. Please use GPS as a tool as well. The bus driver may not be familiar with the local area. Ask the event staff if you have any questions before leaving for the event.

Note that cell phones may or may not work in the area you are going to. Do not rely only on apps that require a cell phone connection. A Garmin or TomTom would be a great backup.

Communication /Coordination between the Bus and all Activity Leaders:

- Please swap cell phone numbers with the bus driver.
- Swap cell numbers with all activity leaders when possible. Remember that Canadian cell phone plans might not include free calling in the USA and vice versa.
- You may be in an area where cell phones do not work. As a backup, you will be issued two radios. One is for you, and one is for the bus driver. Make sure the bus driver understands how to use it. All activity leaders will have radios as well. It makes communication faster by talking to all leaders and bus drivers simultaneously.

Coordination with all activity leaders:

- Activity Leaders tend to think about their group first and the whole event second. Your job is to think about what is best to keep the entire event on schedule and ensure the safety of everyone on the bus first.
- Ensure all activities assigned to the bus have arrived at the designated meeting location for the bus to meet you.
- Keep the processes of loading/unloading the bus moving.

5. **LEAVE ON TIME.**

Keep to the schedule. You will notice that the schedule is tight. Being two minutes late in the beginning can cause longer delays later in the day. Busses may have multiple stops during their route. Tardiness at one location will affect other activities.

You can leave with or without everyone on board at the designated time, short of missing a whole activity/group. If someone runs to the bathroom/cabin and is not back on time, Leave THEM BEHIND!!! The event staff will deal with that unhappy person later. It is not your problem.

Dinner times do not change. Getting back late to camp causes the evening activities to run late. Therefore, you may risk missing dinner, Shabbat services, etc.