



## 2014 INTERNATIONAL PLOWING MATCH & RURAL EXPO

# TEACHER

### EDUCATION TRANSPORTATION GUIDELINES

Student safety and fluidity in arrival/departure procedures are essential. This document outlines the procedures for bus transportation. Please follow these guidelines.

1. Prior to departure from the school take attendance and assign students to smaller groups with adult supervision.
2. Write the names of your parent volunteers and provide each volunteer with the names of the students in their group. Keep a copy of this list.
3. Once you arrive at the IPM, wait on the bus until the volunteer leads your group off.
4. The volunteer will provide you with a form that states the time you are to be in the gathering area and the colour.
5. Ensure your group all bring their backpacks/lunches with them.
6. Enjoy the IPM
7. At the designated time provided, return to the gathering area.
8. Gather at the designated coloured banner.
9. Have students use the washroom and take attendance of students and adults.
10. Inform the volunteer when everyone is accounted for and receive the 'goody bag' for your group.
11. Exit to the lane colour you have been assigned.
12. Let the Transportation Organizer check your group from the master schedule.
13. Exit to the bus assigned.
14. Take attendance once on the bus
15. Depart

COLOUR	DEPARTURE TIME
red blue yellow green	P.M.