



2014 INTERNATIONAL PLOWING MATCH & RURAL EXPO

VOLUNTEER

EDUCATION TRANSPORTATION GUIDELINES

Thank you for willingly giving your time today. Student safety and fluidity in arrival/departure procedures are essential. This document outlines the procedures for bus transportation.

ARRIVAL:

1. You are assigned a colour that you will be responsible for the arrival and departure for today.
2. Check bus schedule and ensure you have the arrival forms in the proper order.
3. Meet the bus when it pulls up.
4. Go on the bus and give the bus driver and teacher information forms to the appropriate person.
5. Inform the students where the educational section is, the washrooms are, the gathering place is, and what to do if lost.
6. Remind all students to take their lunch/backpack with them.
7. Lead the group from the bus to the IPM Student Entrance.
8. Repeat this arrival procedure for the next group until all buses are accounted for.

DEPARTURE:

1. Stand at the banner colour you are assigned.
2. Greet the teacher and group according to the schedule.
3. Once the teacher has taken attendance, lead the group to the exit area and the proper coloured line.
4. Return to the banner colour to organize the next group until all groups have been processed.

If you have any questions, please find the Transportation Organizer Lynda Gigg