

Bus Marshals & Green Bags

BUS MARSHALS will be selected from the Volunteers lists for each camp and each bus. One adult is asked from the Volunteers list to take on this role. Preferably an adult Volunteer who has been to Licola on the Bus previously – those volunteers with the most LSC experience are preferable.

The relevant Bus Data sheet, relevant Volunteers Information, copies of camper application forms, and bag ties **MUST** be sent to each Bus Marshal in advance as well as ensuring they have the green bags (stocked).

DUTIES:

- The Bus Marshal (BM) has authority over and responsibility for campers and volunteers on the buses.
- It is preferable that the BM holds a current first aid qualification.
- Roll call and check Campers / Volunteers onto the coaches from the “VOLUNTEERS/ CAMPERS LIST”.
- Ensure ALL items of luggage and bags have a coloured ribbon tied firmly to the bag in a prominent position **BEFORE** being put on the bus in the luggage hold. These will be delivered to you (the BM) with the child information database and copies of the children’s application forms. Green bags will also be delivered to you if necessary.
- Before each camp complete a listing of “Volunteers / Campers”, ideally 1 leader to 6 kids for each Coach (minimum of 1 leader to 10 children). This will assist with roll call on to Coach. Advise each Volunteer they are responsible for this group of Campers whilst on the bus.
- Ensure ALL luggage and bags have coloured ties on **BEFORE** putting into hold of coach.
- Collect **MEDICATION** from the parent/guardian and hand to First Aid Officer on arrival at Licola. Collect from First Aid Officer before departing Licola. On return trip hand over **MEDICATION TO PARENT/GUARDIAN or COORDINATING LION ONLY**.
- Ensure **NO FOOD OR LOLLIES** are in the Camper’s bags.
- Responsible for **ALL** on the coach + the “Green Bags”.
- Carry in a separate folder copies of the Campers Application forms and Data Base including Volunteer Information. In case of an accident these are handed to the authorities.
- At each “pick up point” B.M. must advise Co-ordinator (Licola Operations) with the number of Volunteers / Campers **NOT** at the Bus “pick up point” (particular relevance to the homebound journey).
- BM to stay with coach to destination.
- BM to be aware of times and try not to get behind schedule. Traffic is unavoidable but if shorter breaks need to be taken then BM should use their initiative to ensure timetable is adhered to as closely as possible.
- Private/personal information (copied forms) must be destroyed at the end of the return bus journey.
- Check for lost property at journey’s end and contact Coordinator (Licola Operations) if anything found.

A MOBILE PHONE NEEDS TO BE AVAILABLE AND CARRIED BY BM ON THE COACH.

CONTENTS OF GREEN BAGS FOR ALL COACHES.

All coaches are to carry Green Bags. One for the Bus Marshall and one for the assistant if required.

This includes the 2 Geelong coaches and the 2 V6 coaches AS WELL as the Albert Park and Dandenong coaches and or the Warragul coach when needed.

Number of Green bags = 8 or 10 bags depending on number of coaches.

Contents between the green bags for each coach:

Luggage ties for each pick up point: see notes below

1 Bus Marshal's jacket

1 Ice pack

Sick bags x 20 for each coach. **If a child is given a sick bag, even if the child does not use the bag, the bag must be thrown out never reused or given to another child.**

2 boxes of tissues

2 packets of hand wipes: these have a "use by" date. So don't buy large packages.

1 hand sanitiser

2 large rolls of paper hand towels

2 packets of rubber gloves

2 large bottles of water

Paper cups x approx. 20. Campers can have their own small bottle of water on the coach.

4 large plastic bags for rubbish.

Lollies: Include enough for return trip: only soft lollies eg. jelly beans. NO HARD LOLLIES in case they break the children's teeth and Licola is held responsible.

The contents of green bags need to be checked during each LSC for "use by" date and be fully stocked – replace as necessary.

LIONS SPONSORED CAMPS

COLOURED TIES FOR LUGGAGE ON COACHES.

PICK UP POINT	COLOUR
MELBOURNE	YELLOW
DANDENONG	PURPLE
WARRAGUL	RED
MOE	PINK
TRARALGON	GREEN
HEYFIELD	WHITE
GEELONG COACHES:	ORANGE

V6; SOUTHERN NSW;

Maybe Blue yet to be discussed....

NORTHERN VIC &

V1-4 RURAL CLUBS

For ALL coaches attending a LSC please note that all luggage must be tagged with the appropriate coloured ties at the starting departure point e.g. Albert Park, Geelong, Dandenong etc before being put in the bus hold. This includes sleeping bags and back packs.

No food (including lollies) or drinks (except bottled water) is allowed on the buses or to be taken to Licola.