

FPC Driver Training

A summary

GENERAL POLICIES &
PROCEDURES

EMERGENCY PROCEDURES

PRACTICE & SKILLS
VERIFICATION

Driving on paved vs. unpaved roads

GENERAL POLICIES & PROCEDURES

- en route to lake, Challenge Course
- en route to overnights
- en route to Rendezvous or other organized camp activity
- authorized driver making stop at Infirmary.
- turning around or loading campers on ballfield
- special trips to remote areas – i.e. Hidden Canyon, special hikes.

In-camp driving speed: < 5 mph

GENERAL POLICIES & PROCEDURES

- driver bears the responsibility that any activity in area ceases or finds a staff member to help in making area safe for passage.

Lake road driving speed: < 5 mph

- stay slow, road is not always well maintained

GENERAL POLICIES & PROCEDURES

Off-camp driving

GENERAL POLICIES & PROCEDURES

- Vehicles traveling through adjacent neighborhoods (Friendly Pines Rd and/or Peter Mackin) will follow the speed limit and be very conscious of our neighbors' safety and comfort.
- The dust can be very bad. Drive Slow.
- Pets are often unleashed. Drive slow.
- Children are often unleashed. Drive slow.
- Many in the neighborhood can be very, very sensitive about our vehicles. Drive slow

Designated Drivers

GENERAL POLICIES & PROCEDURES

- Only staff-designated drivers are allowed to drive camp vehicles & campers
- They must be:
 - 21 years of age
 - U.S. Driver's License
 - Approved by our Insurance company
 - Consistently demonstrate caution, good judgment

Camp Vehicles for Camper Transport

DUTCH

Black GMC
Yukon;
Mainly used
for camper
transport

BISCUIT

Silver Chevy
Suburban;
Mainly used
for camper
transport

CAMRY

Gold Toyota
sedan used
by medical
staff

Non-Camper Transport Vehicles

(EXCEPT IN THE EVENT OF AN
EMERGENCY!)

- Tan and Gold Truck (Wilbur)
- Dodge truck (Stubby)
- Big Flatbed (F250)
- Small Flatbed (Bob Marley)
- Honda Element

Truck Beds

GENERAL POLICIES & PROCEDURES

- Campers are NEVER to be hauled in the bed of a truck, or in an area without seating. *(Unless we're evacuating camp in an emergency)*
- Staff may on occasion ride in the bed of a truck. **In camp only.**
 - Tailgate must be secure and closed. Staff must be seated on the bed. No sitting on sides or on the wheel well.

Maintenance

GENERAL POLICIES & PROCEDURES

- Our Maintenance Staff will service and refuel vehicles on a regular basis – weekly or before long trips.
- If you notice that a vehicle is low on fuel, oil, anti-freeze, etc., or is missing a piece of safety or standard emergency equipment, notify administration and maintenance promptly.

Damage & Accidents

GENERAL POLICIES & PROCEDURES

- Damage to a vehicle is to be reported immediately to FPC administration.
- An accident report may need to be completed.

Driver's Log

- Complete the Driver's Log after each trip.
- Driver's log stays in the vehicle.

GENERAL POLICIES & PROCEDURES

Pre-Trip Rules Overview

GENERAL POLICIES & PROCEDURES

- Go over the safety rules with each group on the first days of activities or before a trip.
- Thereafter, direct the camper's attention to the safety rules posted in the van, or review them if you feel it's necessary.
- See that all passengers adhere to rules posted in vehicle.

On the Road

GENERAL POLICIES & PROCEDURES

- Campers must always be in an enclosed vehicle.
- Seatbelts, always!
 - "Knucks for bucks"
 - Never standing or not seated.
- Doors must be carefully closed to avoid damage to fingers.
- Staff close doors. Not campers.

On the Road, continued

GENERAL POLICIES & PROCEDURES

- Campers are hauled away from camp at a minimum. But when they are...
 - Make a minimum number of stops.
 - Follow all other “in-camp rules” of loading, unloading, and driving.
- Keep talking to the driver to a minimum. Important business only.

Staff in Vehicles

GENERAL POLICIES & PROCEDURES

- There must always be at least 2 (TWO) staff members in a vehicle driving campers out of camp.
- In the event that campers are very young, extra staff may be required.

Vehicles in Convoy

GENERAL POLICIES & PROCEDURES

- The group must establish a vehicle order and maintain that order for the duration of the trip.
- Vehicles must maintain radio contact with one another
- In event of separation: the driver of that vehicle needs to contact the rest of the vehicles. If they determine it necessary, the lead vehicle may need to pull over and allow the rest of the convoy to regroup.

Phones & Communication

GENERAL POLICIES & PROCEDURES

- Drivers may have phones with them – prescribed by the administration.
 - NEVER use them while driving. Texting. Calling. Music. Anything.
- If you must make a call or take a call from camp:
 - Pull over to the side of the road. Put the car in park before using a phone.

ADA & Wheelchair Transport

GENERAL POLICIES & PROCEDURES

- If it is necessary to transport persons in a wheelchair, use Dutch or Biscuit and place the person in the passenger seat.
- Be sure that the wheelchair is secured and that the passenger is belted in.

Parking

GENERAL POLICIES & PROCEDURES

- All camper transport vehicles should be parked in the parking area adjacent to Wagon Shed
 - Exceptions: the area is full, a vehicle is towing a trailer, canoes, etc.
 - If you can not park in the designated parking area, please park on the ball field.
- Keys are stored in the Program Office or cupholder of vehicle

Parking position

GENERAL POLICIES & PROCEDURES

- ALL camp vehicles are backed into parking spaces
- While backing up, another staff member should position themselves outside the vehicle so that they can assist the driver & guard against campers who might walk behind the backing vehicle.

Once parked

GENERAL POLICIES & PROCEDURES

- Vehicles are loaded and unloaded at the parking space with
 - THE ENGINE OFF
 - VEHICLE IN PARK
 - EMERGENCY BRAKE ENGAGED
- Remember: staff open & close doors
- After vehicle is unloaded, check for articles left behind. Return them to campers or to lost and found.

Miscellaneous Guidelines

GENERAL POLICIES & PROCEDURES

- The driver needs to evaluate the composition of passengers and determine whether or not they have a staff adequately trained to transport passengers safely.
- Should the driver determine that additional or specific help is needed they are to contact administration promptly.

Miscellaneous Guidelines

GENERAL POLICIES & PROCEDURES

- If the vehicle is going to transport campers beyond the Prescott city limits or is going to take the campers to a location in the city for a least one night, the driver should obtain from the Post Office a COPY OF THE MEDICAL RELEASE FORM for each passenger in the vehicle. These forms must be returned to the infirmary upon return.

In the event of an emergency or accident

EMERGENCY POLICIES & PROCEDURES

- If possible, remove the vehicle from danger.
 - The second staff member needs to assess the health of the passengers and keep them in their seats and as calm as possible.
- Once out of danger, engage flashers or place flares

In the event of an emergency or accident

EMERGENCY POLICIES & PROCEDURES

- Injured passengers should stay in the vehicle & await professional medical help.
- Healthy passengers will exit the van & gather at a location that is safe & out of the way
- Designated driver will watch over passengers, or assign task to another responsible staff member

Notifying Camp

EMERGENCY POLICIES &
PROCEDURES

- After these steps have been accomplished, the designated driver will call camp & give as factual an account as possible.
- After calling camp, the designated driver will be responsible for identifying witnesses and obtaining appropriate accident or emergency information.

In the event of an emergency or accident

EMERGENCY POLICIES & PROCEDURES

- For convoying vehicles: stop at the accident site to see if their help is needed.
- Designated driver: responsible for getting professional assistance either by making the call themselves or assigning someone else to do it.
- After these steps have been accomplished, designated driver will call camp & give as factual account as possible.

In the event of a less-serious problem

EMERGENCY POLICIES &
PROCEDURES

- STOP THE VEHICLE
- PUT IT IN PARK
- ENGAGE THE PARKING BRAKE
- CUT THE ENGINE & TAKE THE KEY ALONG if the driver anticipates leaving their seat

Camp Vehicle Rules

- 1) Load the vehicle in an orderly manner.
- 2) Do not sit on laps; sit only on designated seats.
- 3) Only use vehicle seats for seating.
- 4) Front seats are for staff members only; no campers allowed.
- 5) If seat belts are available, use them.
- 6) Allow staff members to open and close vehicle doors.
- 7) Stay seated during the ride.
- 8) No roughhousing or horseplay in the vehicle.
- 9) Do not damage the vehicle in any way.
- 10) Do not talk to the driver while the vehicle is in motion.
- 11) Do not tamper with the two-way radio.
- 12) No radios or other loud noises that may disrupt the ride.
- 13) Keep hands and bodies inside the vehicle at all times.
- 14) Do not exit the vehicle until instructed to do so by a staff member.
- 15) Once outside the vehicle, remain next to it and wait for further instructions from a staff member.

NOTE: THESE RULES MUST BE POSTED IN EACH VEHICLE.

Vehicle Equipment List

EACH VEHICLE USED TO TRANSPORT CAMPERS AND/OR STAFF SHOULD BE EQUIPPED WITH THE FOLLOWING

1. Stocked first-aid kit
2. Reflectors
3. Fire extinguishers
4. Stocked tool kit
5. Jumper cables
6. One gallon of water
7. Spare tire
8. Jack & tire iron

NOTE: THIS LIST OF SUPPLIES SHOULD BE POSTED IN EACH VEHICLE. IF THE DRIVER OR OTHER STAFF MEMBER NOTICES THAT AN ITEM IS MISSING, PLEASE NOTIFY ADMINISTRATION OR MAINTENANCE PROMPTLY.

Driver Evaluation

PRACTICE & SKILLS VERIFICATION

- You will demonstrate the following:
 - You can back a vehicle into a parking space
 - You can properly load and unload a vehicle
 - You know where the emergency procedures are located
 - You can explain how a vehicle is refueled.