

Chaperones: Away Games
(Minimum of 2 chaperones on each bus)

Before loading buses:

- Prepare 5 band coolers with water bottles and ice (1 per bus + 2 extra)
- Divide donated snacks into bus snack bins

Loading Buses and travel to game:

- Load coolers and Snack boxes/bins (1 per bus) to buses
- Bring to bus
 - First Aid kit/backpack (1 per bus)
 - Student medical binder on Bus 1 in first aid backpack
 - Grey clipboards (1 per bus) pen/student list/trash bags
- Get bus driver's name, starting bus mileage, bus driver start time and log on student list sheet
- When loading buses, check in students. Student list provided by Mr Brown. Keep in grey clipboard

After Game:

- When loading buses, check in students. If student does not ride the bus home with the band, parent or guardian must sign them out (signature by their name on student list)
- Upon return to LNHS,
 - Get ending bus mileage and bus driver end time and log on student list sheet. Give bus driver name and time to person writing checks.
 - make sure buses are cleaned out / windows closed
 - Put clipboards on top of file cabinet in Mr Brown's office
 - Return 1st aid backpacks to Mr Brown's office
 - Empty ice out of coolers, leave open to dry and store in hallway by band library closet/Mr Brown's office
 - Return Snack boxes/bins to shelves in band library closet.