



# TEACHER BUS INSTRUCTIONS 2017

Please Read the Following Carefully

**REMEMBER, IF YOU HAVE ANY PROBLEMS, PLEASE ASK AGGIE DAYS STAFF WITH RED VESTS**

## **MORNING:**

- **Prior to leaving your school** or shortly after arrival to Stampede Park please have each parent volunteer or group chaperone take a picture (cell phone picture is fine) of each child that will be in their group. This way if a child gets separated, we have an accurate photo we can use to develop a description of the lost child. It is important that the photos be taken the day of the field trip so it accurately depicts what the child is wearing. These photos don't have to be shared with us, they are a 'just in case' measure.
- **Upon arrival at Stampede Park**, please remain on the bus and a greeter will board your bus to give you instructions. Please follow the instructions provided to you by our greeters.
- You will receive three copies of a bus number from your greeter. Please keep one copy with you to be used in the afternoon bus load out. The number will be on green or red paper. This will tell you which departing station to go to, as indicated on the map. The other two copies will be for your bus. Please have your bus driver place one copy in the passenger side window by the door and one in the front window. This will assist us in organizing the buses in the afternoon.
- If you have NOT filled out one of the emergency contact forms and sent it in prior to your arrival, please ask your greeter for a blank form. Fill this form in and return to your greeter before exiting the bus.
- Make sure students, parents and teachers all know your bus number and colour. This will make it easier for us in the afternoon when you are departing.
- Once your greeter has exited your bus, you may off load your bus. Please follow the directions of our Aggie Days volunteers whom will direct you into the building.

**Afternoon:**

- In the afternoon, all students and teachers are welcome to sit in Agrium's arena seating to watch the afternoon entertainment while they wait for their bus. Please have all your students and volunteers sit together. HOWEVER, you do not have to sit here this year as we have expanded into the Agriculture Barn and have set-up screens elsewhere in the venues. Please just keep your group together and watch the arena screens or the TV in the Ag Barn so you know when your bus has arrived to pick you up.
- Please make sure you are familiar with your bus number and colour, and have the copy of your number ready to go.
- Bus numbers will be displayed on a screen and on TVs at departure stations at Ag Barn as the busses arrive in the afternoon. When you see your bus number on the screen AND all your students and volunteers are present, please report to your appropriate departure station at the south doors of the old Ag barn, east door will be GREEN 1 – 40 and west door will be RED 41 – 80. Wait your turn and we will get you loaded quickly and safely.
- Make sure that your bus is here and everyone is present before coming to the departure station with your bus number. Once checked in at a Red or Green departure station. Teachers and students will be escorted to their busses by a volunteer with your bus number on a stick.
- Once at the bus departure station, hand in your bus number card and a bus leader will be assigned to you.

**DO NOT LEAVE WITHOUT INSTRUCTION FROM AN AGGIE DAYS BUSSING VOLUNTEER.**

**THERE WILL BE NO TOLERANCE FOR ABUSE AND AGGRESSION TOWARDS THE VOLUNTEERS AS WE ARE TRYING TO LOAD 2,500 KIDS A DAY IN AN ORGANIZED MANNER.**

**If any children are lost or items are lost there is an information booth located in the Rotunda of the Agrium Western Event Centre.**

**HEALTH CAUTION: Do not eat on the floors, animals have walked there and it's unsanitary. Please always wash your hands after contact with any animals. There will be animals in the building; those with severe animal allergies are advised not to attend.**

**LOOK BOTH WAYS WHEN AROUND BUSES! ENJOY YOUR DAY!**