



Okotoks Minor Hockey Association

"Practice and play like a champion today!"

Box 1152 Okotoks, AB T1S 1B2

403.710-2213

Bus Travel Policy - Teamsnap

Manager or member of coaching staff organizing the Bus trip must ensure the following is in place prior to securing the vehicle:

- Proof of insurance and liability limits
- Driver log books
- Emergency Exits (roll over and on wheels) discussion before bus pulls out
- Seat belt use (if available)
- First Aid Kit

Prior to the first trip of the year, managers will be required and expected to add OMHA's Bus Safety Person (Currently Michelle Barratt, mbarratt@okotokshockey.com) to Teamsnap/TeamLinkt so that they may monitor the passengers for the trip.

NOTE: Any teams with parents on the bus can add their name game day under their player in assignments

1. Email the following to Bus Safety Person
 - Full roster, including staff, with the following information
 - Player name
 - Birthdate
 - Emergency contact
 - Allergies and medical conditions (emergency contacts can not be someone on the bus)
 - Player numbers, as sometimes they will have apparel with numbers on it
 - Travel schedule and bus company (please add bus safety person to bus contract as emergency contact)
2. Game day – text or email Bus Safety Person the following:
 - Who is not in the bus
 - Any AP players
 - When you leave and arrive at your destination (include any pick ups along the way)

All buses will arrive and depart from Pason (this is the designated emergency muster point)

NOTE: Please have buses pick up on the north side of the building or on the east side by the storage)

Failure to follow these steps will result in a team fine and potential suspension. It is a way for us to make sure that we know who's on the bus incase an accident happens. Heaven forbid it does not.