

SPAC Youth Ministries – Busing Policy

For any activity Sherwood Park Alliance Church (SPAC) Youth hosts that is offsite from the church that requires busing, the following procedure will be observed. For questions relating to our event procedure, please view our Event Procedure which can be found on our website.

At the Church

1. Students that arrive at SPAC for an offsite event will check in at the table in the entrance, and be checked into a bus.
2. Each student will receive a hand stamp or wristband that coordinates with their bus color for the remainder of the event.
3. If there are students who have not checked in by the time we are ready to leave (time communicated through all event promotion material), SPAC Youth staff and leaders (depending on who is available) will call the missing students to confirm if they are still coming or if they cancelled. If they are still coming, we will hold the buses until they arrive within reason. If there is no answer when we call, if able, leave a voicemail explaining that departure time is in five minutes and if the student is not there we will depart without them.

On the Bus to the Venue

4. When all the students have checked in, we will dismiss them to their assigned bus.
5. Students will then line up, single file, outside their bus where an assigned bus leader will be there with the attendance sheets for the appropriate bus.
6. As each student enters the bus, they will be asked their name and they will once again be given a check mark beside their name under the “checked in on bus at SPAC” column. They will then enter the bus.
7. Once all the students are on the bus, two separate leaders will do a head count of both the students and leaders. At this point every student will have checked in twice and will have been counted twice. Once both counts match the number on the attendance sheet, the buses will be able to depart.
8. The time which the students need to return to the bus at the end of the event will be communicated prior to departing the church and then once again at the event before they depart the bus. At this time the location that the bus will pick them up will also be communicated.

On the Return Bus to SPAC

9. Once the event is over and the students return to the bus, the same procedure listed above is followed again. Students must return on the same bus on which they arrived at the event.
10. Students cannot enter onto the bus until the bus leader is present with the bus binder.
11. As students enter the bus for the return trip, they will give their name to the same assigned bus leader and receive a check mark under the “checked in on bus at event” column.

12. Once all the students are on the bus, two separate leaders will do a head count again of both the leaders and the students. Once both counts match the number on the attendance sheets, the bus will be able to depart.
13. If there are any students who have not returned at the designated time, the bus leader will send a text message to the leader who was pre-assigned to be the last leader in the venue, to find the missing student(s), texting the bus leader once they are on their way.
14. No buses will leave until all of the students have checked in and both counts and the attendance numbers match.