

THINGS YOU AS AN AGENCY MANAGER NEED TO KNOW WHEN ATHLETES ARE BEING TRANSPORTED

- Who are your transporters?
 - Bus? Parents? Chaperones?
 - What are their names?
 - Do they have cell phones? What are their numbers?
- What route is being taken by each?
 - What is the travel plan?
- Which athletes are being transported, and by whom?
 - Names, vehicle assignments
- For bus transportation, are there at least two coaches/chaperones who have:
 - YOUR cell phone or telephone number...do they have a way to reach you?
 - A copy of the bus seating plan?
 - A copy of the Crisis Communication Plan?
 - A list of Parent/Guardian/Facility contact info?
- For any other means of vehicular transportation, does every chaperone-driven vehicle have:
 - YOUR cell phone or telephone number...do they have a way to reach you?
 - A copy of the Crisis Communication Plan?
 - A list of Parent/Guardian/Facility contact info?
 - A copy of the travel plan?
- Don't forget
 - first aid kit
 - copy of medicals & medical update forms

