Transportation Information for Campers, Parents, and Guardians

**Transportation to and from Pilgrim Lodge is primarily the responsibility of parents or guardians.**
- Check-in/registration is generally 2-4 pm the first day of the session (often Sunday)
- Pickup is 9:30-10:30 am the final day of the session (often Saturday)
- If there is a change to either of these times, the actual times will be listed in the Dean's Letter (posted online, and emailed to all registrants)
- When you arrive at camp:
  - Drive ½ mile down the road to the “Welcome to Pilgrim Lodge” sign
  - Follow the direction of the arrow under the sign (generally to the RIGHT)
  - At the bottom of the hill, staff will greet you, help you unload and tell you what’s next
- When picking up at the end of camp:
  - Follow the arrow’s direction to the LEFT
  - Park in the parking lot and meet campers in either the lodge or Quitobaquito (the dean’s letter will describe which location to meet)

*In the case of campers coming from out of state by plane, bus, train, etc.*
- Parent/guardian must contact the camp office as soon as possible - at least 1 month before the camp session - to arrange pick-up and drop-off of the camper at the appropriate transportation station/airport.
- As soon as travel details have been confirmed, this information must be shared with the camp office (flight number, arrival time and location, departure details, etc.)

*In the event there are multiple campers needing transportation*
- Pilgrim Lodge does not have a camp bus
- Transport will occur in fully-inspected and registered vehicles
  - Each vehicle will contain the appropriate emergency equipment: first aid kit, fire extinguisher, and triangular reflectors
- Drivers will:
  - Be Pilgrim Lodge staff members (preferred) and/or volunteers
  - Be trained in the camp’s written accident procedures, including, but not limited to, the steps to take in the event of an emergency during the trip
  - Have the appropriate license for the vehicle(s) to be driven
  - Be background checked, including a review of their driving record, within the 4 months prior to transporting campers
  - Have car insurance
  - Provide a *Pilgrim Lodge Vehicle Safety Check*, completed within 48 hours prior to transporting campers
- Provide campers with an overview of the vehicle safety procedures before leaving the location, including, but not limited to:
  - Everyone must remain seated
  - Seatbelts must be worn at all times, while the vehicle is in motion
  - All extremities are to remain inside the vehicle
  - Luggage and other items will be placed so the driver can safely operate the vehicle
- Predetermined pick-up and drop-off times will be scheduled and communicated to parents/guardians and campers as soon as they are determined.
  - We ask that travel plans be made so arrival/departure is close to the predetermined pick-up/drop-off times
  - Depending on the number of campers needing transportation, there will be at least 1 pick-up time the evening before the session starts and at least 1 pick-up time the day the session starts.
  - Pick-up and drop-off trips will be consolidated to ensure each camper always has at least 1 other camper to ride with (minimum of 3 individuals in the vehicle, including the driver)
    - **Under no condition will the driver be alone with a camper**
- All campers, parents/guardians, drivers, and the camp office will have contact information (cell phone number, ideally) for all individuals involved in the campers’ pick-up/drop-off
  - Example: the camper will have the phone number of:
    - The driver picking them up
    - The camp office
    - Their parent/guardian
    - If possible and applicable: also the phone number of the other camper(s) that will be getting picked up at the same time
- In the event of a delay or other unforeseen circumstance, the delayed party will notify the others (at a minimum, the camp office, who will then contact the other parties) as soon as possible.
  - Example: the camper’s flight is delayed by an hour
    - The camper will contact the camp office first
    - If time allows, and they feel comfortable, the camper will then contact the driver
    - otherwise, the camp office will contact the driver