

**DoDDS-P / DDESS-G
TRANSPORTATION DIVISION**

**DoDDS-PACIFIC / DDESS-GUAM
TRANSPORTATION DIVISION**



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TRANSPORTATION DIVISION**

**CAMP FOSTER Student
Transportation Office (STO)
UNIT 35007 Box 0031
FPO AP 96373-0031**

OUR MISSION

**To provide safe, quality,
cost-effective student
transportation services
for the Department of
Defense Dependents
Schools (DoDDS) and
Department of Defense
Domestic Dependent
Elementary and
Secondary Schools
(DDESS) throughout the
Pacific area.**

**DSN: 645-7820/2036
Fax: 645-3720
Email: okin-bus@pac.dodea.edu**



**INSTRUCTIONS FOR:
CHAPERONES
TRAVELING BY BUS ON
SCHOOL SPONSORED
FIELD TRIPS**

Emergency Contacts

Foster Student Transportation Office
DSN: 645-7820

Military Police 911

Kadena: 634-2475

Torii: 644-4715

Camp Foster: 645-7441

Camp Courtney: 622-9608

Camp Kinser: 637-3500

White Beach: 642-2388

Off Base Japan

Police: 110

Medical & Fire 119

Okinawa DSO: 634-1204

If attempting to dial from cell phone to DSN
Operator dialing procedures are as follows:

Kadena Operator:

Dial: 098 938 1111, Wait for dial tone

Dial: Seven digit DSN number on Kadena

Camp Foster Direct Dial from Cell / Off
Base:

Prefix 632 = 098-962-xxxx

Prefix 633 = 098-959-xxxx

Prefix 634 = 098-961-xxxx

Camp Foster Operator:

Dial: 098 911 5111, Wait for dial tone

Dial: Seven digit DSN number on Foster

Camp Foster Direct Dial from Cell / Off
Base:

Prefix 645 = 098-970-xxxx

Prefix 646 = 098-971-xxxx

Prefix 622 = 098-954-xxxx

Prefix 623 = 098-969-xxxx

Direct Dial into Torii Station unavailable.

SAFETY & SECURITY INFORMATION

Evacuation:

If possible passengers should remain on the bus. However, if you determine that it is unsafe for students to remain on the bus then:

- ◇ Designate and move students to a safe area (minimum of 100 ft away from the bus).
- ◇ Ensure all passengers are off the bus, and safe. If required, call for medical attention immediately.
- ◇ Inform the military police at the nearest military installation.
- ◇ Contact the Student Transportation Office.

Security

In case of threat to passengers, seek shelter at:

- ◇ Nearest military installation.
- ◇ Local Police station.
- ◇ Local Hospital.
- ◇ Local Fire station.
- ◇ Other government building.
- ◇ Contact the Student Transportation Office.

Accident

In case of an accident:

- ◇ Check on the condition of all passengers. If required, call for medical attention immediately.
- ◇ Inform the military police at the nearest military installation of your situation.
- ◇ If trained, perform first aid as required while waiting for medical assistance.
- ◇ Contact the STO.

RESPONSIBILITIES

As the lead chaperone or coach accompanying students on DoDDS buses, you are responsible for the safety and security of the passengers.

Prior to departing:

- ◇ Brief passengers on proper behavior, safety and security procedures.
- ◇ Account for all passengers and provide a by name list to the school administration office.
- ◇ Familiarize yourself and the other chaperones with the bus's safety equipment (i.e., fire extinguisher, first aid kits) and emergency exits.
- ◇ Familiarize yourself and the passengers with evacuation procedures & emergency door operation.
- ◇ Assign duties in the event of an emergency.

While enroute:

- ◇ Students will not be left on the bus unattended.
- ◇ Control students on and off the bus.

UNAUTHORIZED PASSENGERS

(Persons not affiliated with DoDEA, the event, or in a position of authority, i.e., gate guards & police officers are in positions of authority.)

- ◇ Do not allow unauthorized passengers to board the bus.
- ◇ Never have the bus stop at the insistence of another driver unless it is the police.
- ◇ Bus doors are not to be opened for an unauthorized passenger.
- ◇ Communicate with the unauthorized passenger through the window.