

Shuttle Procedure Information

1. Parents are to contact the IMC office to arrange a shuttle pick up or drop off at least one week in advance for bus or Amtrak transportation and before reserving plane tickets.
2. Prior to the arrival date of the camper the IMC office will call the parent/guardian to confirm all travel arrangements.
3. An email or hard copy will be sent by IMC confirming date, time and place of camper pickup/drop off and the shuttle procedure information.
4. If a camper is an unaccompanied minor, parents are to call a couple of days before the camp session begins to obtain the name of the staff member who will be picking up/ dropping off the camper
5. Parents are to call IMC if there has been a delay or change in travel plans. IMC will call the contact numbers on the travel information form if there are any last minute changes in pick up/drop off arrangements.
6. Parents and campers are to call the IMC summer office number 701-263-4211, which is answered 24 hours a day.
7. It is recommended that students carry a cell phone when available and emergency contact information including the IMC summer office telephone number. (The cell phone will need to be stored in the office when camper arrives at camp as cell phones are not allowed while at camp)
8. The driver will wear an IMC staff shirt, allowing recognition by the camper.
9. All IMC drivers are screened annually for suitability by the auto insurance company and meet their guidelines and underwriting standards. IMC uses only senior staff members as designated drivers for transportation of campers and have each gone through an IMC driver orientation session.
10. Passengers in an IMC vehicle will remain seated at all times, with their hands and arms inside the vehicle.
11. Seat belts should be fastened-one person per seat belt.
12. The noise level should be such as to not distract the driver. There should be no throwing of objects or other disruptive behavior.
13. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of the staff member and/or the driver and use the buddy system if leaving the vehicle.