

School Busing Arrangements BASEF Activity Morning - 2020

Hello Teachers!

BASEF Activity Morning is in the final stages of planning. The webpage for Activity Morning has the current list of speakers and important information for the morning. It is now your turn to become part of the event plan. (Thank you very much in advance for coming to BASEF Activity Morning and following the school busing arrangement plan.)

<https://www.basef.ca/activity-morning/>

*Please note that **bus bookings are not done by BASEF**. The BASEF committee continues to work hard at keeping the Activity Morning show free (other than your cost of transportation) with all of the speakers defraying their costs for the presentation as they see the value in presenting to a large group of students. BASEF does not have funding to cover transportation. So...You will be responsible for making your own transportation arrangements through your school transportation system.*

This year we will again be using a bus number system to help improve the flow of buses, and ultimately the movement of over 600 students through the busy college campus for Activity Morning. It is very important to follow the instructions below to reduce congestion in the halls of the college as much as possible.

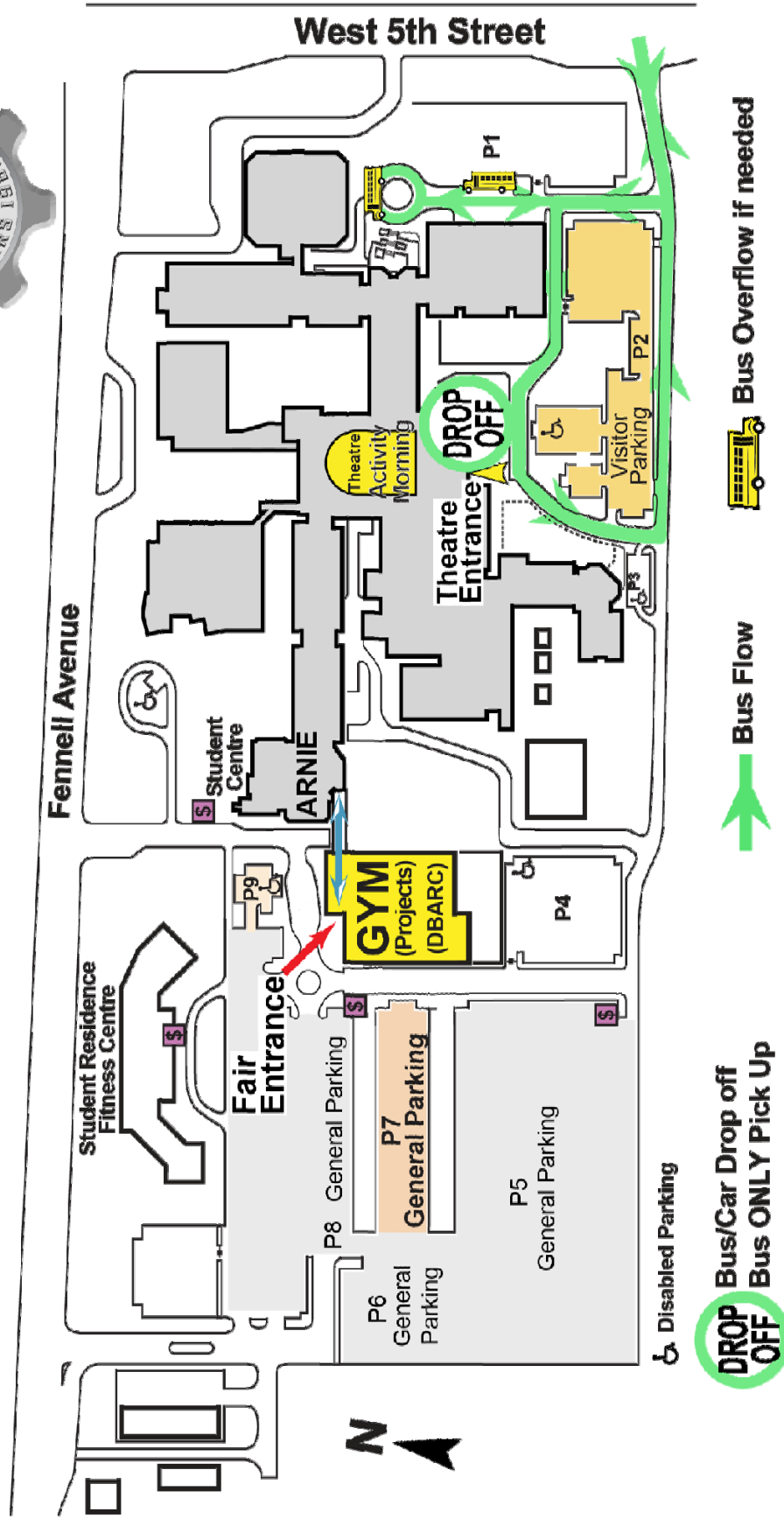
Another very important piece of information: There is **no food or drink** allowed in the auditorium. Please help keep this showpiece auditorium clean!

Your school has been assigned a bus number. Each of your buses will need to have a number posted in the side window of the bus by the entrance door. We recommend using a piece of letter-size photocopier paper and write or print the number of the bus in as large a font as possible to make it easy to read from a distance.

BASEF 2020

Friday March 27, 2020
Mohawk Fennell Campus

Activity Morning



DROP OFF
Bus/Car Drop off
Bus ONLY Pick Up

Bus Flow

Bus Overflow if needed

Activity morning in the Theatre
Students arrive 8:30 am to 9:00 am
Bus dropoff and pickup at **Theatre Entrance**
Student car drop off at **Theatre Entrance**

Project judging in the Gym: 1:00pm - 4:00pm
Student pick up:
Parents park in P7 4:00pm to 5:00pm
Walk to **GYM** area to meet student

STUDENT PICKUP
4:00 pm to 5:00pm
No pick-up in front of GYM
Park in lot P7 and walk to gym area to meet student

Bus Drop-Off and Pick-Up



Bus drop off this year will be at the college main entrance (in the old HSR loop) (yellow arrow labeled MAIN ENTRANCE on map). Buses must leave after drop-off. There is no on-campus parking.

Buses are expected to come back and park along main entrance loop at 11:45 am. This is approximately 15 minutes before students leave out of the theatre. A representative from BASEF or Mohawk security will direct the parking of the buses along the loop.

When the theatre activities are over, there will be a PowerPoint presentation used in the theatre to call schools out in an orderly manner. Classes will be guided to meet their bus. The identification of your bus is important as there will be a number of buses lined up in the loop area.

There will be volunteers from BASEF to help direct you both into the theatre after drop off and later out to your bus.

- Each bus will have an assigned number so that Mohawk parking staff can coordinate the buses.
- Buses need to be back at the main entrance loop at approximately 11:45 am
- The goal at the end of the show is to have classes exit the campus in the most expedient manner possible. *Any jumping of the callout line order will cause a major backlog in loading of students...this has been experienced in previous years.*

Theatre Exit Plan

The plan is to exit the theatre as smoothly as possible with as little disruption to the college as possible. *Your class will exit the theatre at noon which is one of the busiest times in the college.* (We need to respect the needs of the college.)

Each school will be announced one at a time to allow movement out of the theatre in an orderly fashion. When you see your school hears their callout, please exit the theater and proceed to the bus loading area (following the directions of volunteers) where your bus will be waiting.

The exit order will be based on how the buses arrive at the main entrance loop.

There may be up to a 15-minute delay during the theatre exit, so please be prepared for this. The plan is to make this process as efficient as possible.

Buses will arrive at the Main Entrance. It is important to exit the theatre in school order to match the order of the buses in the loop. Buses will not be able to leave until they are full. Callouts will be timed to minimize congestion at the bus loading area. Remember that there is a large amount of coordination activity occurring to make this process work smoothly...your patience is much appreciated.

The exit order this year will follow the arrival arrangements of buses in the loading area. Assigned bus numbers are important for the exit process to work smoothly.

Assigned Bus Numbers

- If you are using fewer buses, please use the lowest number in your assigned bus number range first. Let me know which numbers you will not be using.
- If there are additional buses please use the highest number assigned with a letter behind the number (E.g. If 5 is the last assigned number, 5A will be the next bus number, then 5B)

I would like to thank you for coming to BASEF Activity Morning and supporting the bus numbering system this year.

Thanks,

Kevin Hunt
Activity Day Coordinator