



Cochrane Minor Hockey Association (CMHA)

Policy Title: Bus Travel Policy

Effective Date: September 15, 2024

Website: www.cochraneminorhockey.com

1.0 Overview

This policy provides all Cochrane Minor Hockey Association (CMHA) teams with guidelines and regulations for scheduling and using bus transportation for team travel. The **CMHA Code of Conduct** applies to all teams utilizing transportation for any CMHA-sanctioned event.

2.0 Process

2.1 A team manager or member of the coaching staff organizing the bus trip must ensure the following are in place before securing a vehicle:

- Proof of insurance and confirmation of liability limits
- Availability and review of driver log books
- Emergency exit procedures (including rollover exits and on-wheel exits) must be reviewed with passengers before departure
- Seat belt usage must be communicated and enforced if belts are available
- A functional First Aid Kit must be present on the bus

2.2 Before the **first trip of the year**, the team manager must send all bus trip details to the **operations Coordinator** at: cmhaice@cochraneminorhockey.com

2.3 Prior to departure, the team manager must take **attendance** of all individuals on board. This includes:

- Players
- Coaching staff
- Parents and guardians
- Siblings
- Any other individuals traveling with the team

2.4 Failure to follow the steps outlined above will result in **denial of bus transportation approval** for that team.