

Junglemobile



Kiwanian Junglemobile Driver Checklist

Two Months Prior to Event . . .

- ❑ Decide who will drive the Junglemobile to each event during your adoption period.
- ❑ Do any of your drivers need to be trained? If so, contact Bethany at 720-777-4809 as soon as possible regarding scheduled training dates.

One Month Prior to Event . . .

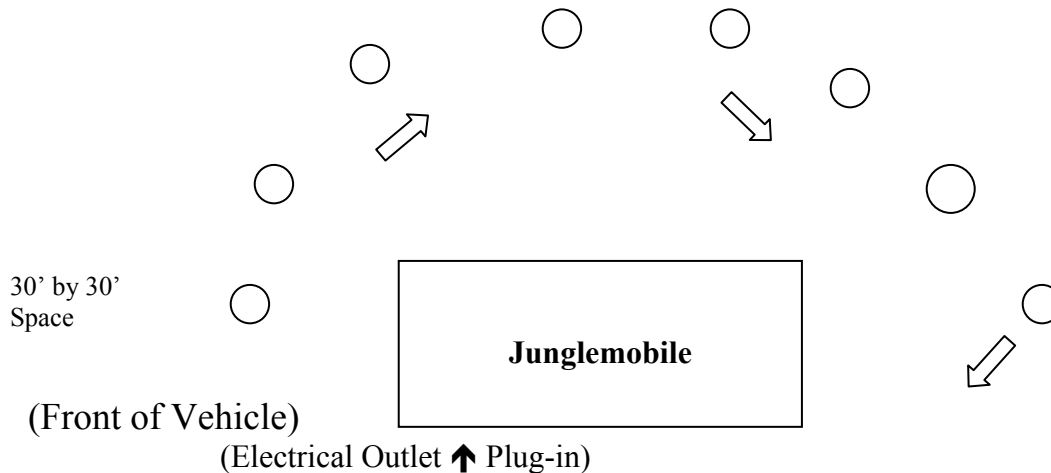
- ❑ Contact the event coordinator to see where you will be lodging (if you stay overnight) and what the plans are for your meal(s).
- ❑ Get driving directions to the event.
- ❑ Remind the event coordinator to secure a sufficient number of volunteers to run the event – at least fifteen per event and if the event is over four hours, at least twenty-five to thirty.

Day of Event . . .

- ❑ Park temporarily in the visitors parking lot and pick up the keys and badge by entering through the Emergency Room entrance and proceeding to the Security Office.
- ❑ The security office will be right in front of you. If someone is there, ask them to let you in. If there is not a security guard present, go into the emergency department and dial 76301 on the phone located by the vending machines and ask them to send a security officer to the security office.
- ❑ Show the security officer your driver's license.
- ❑ Fill out the release form.
- ❑ Take the keys with the hospital badge on it (there are two keys, one for the ignition and one for the doors). Security will give you a parking pass to put on the dashboard of your car to allow you to park in the lot.
- ❑ Drive to the Junglemobile (there is a map at the security office) - enter through the staff parking lot. Use the hospital badge to enter the lot.
- ❑ You can park your car in place of the Junglemobile or in any empty space.
- ❑ Check around the vehicle to make sure the tires look okay & everything seems to be in order.
- ❑ Insert the key into the ignition half way and (wait for the red light left of the steering wheel that says "Wait to Start") before fully starting the vehicle. Then RECORD the mileage. You will need to report this to Security when you return the Junglemobile along with the keys.
- ❑ Drive to event.
- ❑ If you arrive at the event and the vehicle looks really dirty, please take it to some place like the fire station to hose it off. Please be extra careful of the decals and graphics so don't go through a car wash.

At the Event . . .

- ❑ **Meet the Event Coordinator at the event site at least one hour in advance of the start time for set up.**
- ❑ Plug the vehicle into an electrical outlet (extension cord provided in side compartment outside on the driver side of vehicle) for computers to run.
- ❑ Direct and help with the set up nine stations, *one for sign-in* and eight for each curriculum (see diagram below).
- ❑ Educate the volunteers about the Junglemobile and how to set it up.



- ❑ The first table, located in the front end of the vehicle, should be for 'registration' where children receive their 'safety check cards' (supplied in vehicle) which are needed for proceeding through the learning station curriculums
- ❑ Set up eight tables/stations for each of the learning station curriculums following the registration table by circling around toward the back end of the vehicle (see above diagram).
- ❑ One-two volunteers should staff/teach at each of the eight curriculum learning stations (one to teach and one for crowd control).
- ❑ If there's not enough volunteers to staff the eight curriculums on the day of the event, based on the number there, decide which of the curriculums are most relevant to the community's needs and choose accordingly
- ❑ Have volunteers review their chosen curriculum and focus on teaching two-three basic teaching points; the key is to make it fun and interactive by asking kids to answer questions about the teaching points and getting them to repeat back what they've learned at the end; once kids finish at each station the teacher volunteer marks off each child's safety card before they can proceed to the next learning station.
- ❑ Have only five children or less at each curriculum table/station and for about five to eight minutes.
- ❑ Rotate children from one curriculum learning station to the next by having a designated volunteer give a switching signal, i.e. ring a bell, blow a whistle, announce 'switch'. Be creative, but remember crowd control is key to a successful event.
- ❑ After children have gone through all of the eight learning station curriculums, their reward and safety reinforcement message is receiving one safety activity book a piece (which will be provided; these should only go to those children who have gone through all of the stations) and also entering inside the vehicle to play computer safety games (the driver usually oversees this part of the event). Children can enter through the back of the vehicle to access the computers.
- ❑ Please assist during the event by supervising the activity inside the Junglemobile or participate in teaching one of the curriculums.

At the End of the Event . . .

- ❑ Sweep out the vehicle before repacking it. Have volunteers help you put everything back into the Junglemobile. There are pictures in the Communication Log notebook to see how it's done.
- ❑ Drive the Junglemobile back to The Children's Hospital and return it ***clean (inside and out) and with a full fuel tank.***
- ❑ Park the vehicle in the same space that you picked it up from (the badge will allow you back into the lot, simply hold the back of the badge to black pad and the gate will open).
- ❑ Return the keys to the security office along with the *pre-trip and post trip odometer reading.*
- ❑ Please notify Bethany McDowell, Program Coordinator directly at 720-777-4809 regarding any important matters, i.e. materials needing to be re-stocked, vehicle operation problems, etc.
- ❑ You are done! **Thank you very much for your time and effort!**

Bethany McDowell, Junglemobile Coordinator
The Children's Hospital
13123 E. 16th Ave., B911
Aurora, CO 80045
Phone: 720-777-4809
Fax: 720-777-7270