

# TRANSPORTATION

## RELEVANT REGULATIONS AND RESOURCES

Ministry of Transportation <[www.mto.gov.on.ca/english/safety/schoolbus/schoolbus.htm](http://www.mto.gov.on.ca/english/safety/schoolbus/schoolbus.htm)>

## GENERAL NOTES

Transportation includes the movement of people to, from and around the site as well as the use of vehicles for maintenance, delivery or other camp business.

Vehicle Insurance is covered in Management and Administration, MA8 and MA9.

Many camps hire a bus company to transport campers and staff to camp or to off-site programs. It is important to research the company that you employ to ensure that the company has a good safety record and insurance deemed adequate by your camp insurance provider.

## QUESTIONS

### SAFETY

#### **TN1 Does the camp have written policies and procedures for each type of transportation provided for campers?**

Accurate attendance procedures should be in place for every pick up and drop off situation.

##### Door to Door Transportation

Pick up and drop off procedures should consider safe boarding and disembarking, the communication method between the home and the camp, and the procedure when a parent or guardian is not available to receive a camper. Written instructions from the parent or guardian may permit a camper to be left at home unattended or with a specific alternate.

##### Central Pick Up and Drop Off Locations

Designate safe loading and unloading areas and identify these areas with clear signage. Often schools and recreation centres are used for central pick up and drop off locations as they usually offer a safe entrance and exit to and from the area or have a marked drop off area. For residential camps, there must be space for baggage. Approval may be required from the owner of the pick up or drop off location.

For day camps in urban settings, sometimes an off-duty police officer is contracted to help direct traffic.

Staff must be instructed in the procedures to follow if a camper does not appear when the bus is to leave or when an unexpected camper wishes to board a bus.

Staff must also understand the maximum wait times and procedures at the drop off, if a camper is not permitted to leave on his/her own.

#### Airports and Railway Stations

Reliable updated travel information must be available to ensure that arriving campers are met at the proper time and proper place. Contact information should be in the hands of the camp, the camper and the parents or guardians. If traveling from outside of Canada, a letter of authorization from each custodial parent is required.

The supervisor must make certain that the departing camper is taken by the proper authority to board the train or plane and not left stranded. Many camps give campers a travel pouch containing camp contact information, identification, emergency money and other travel documents.

**TN2 Does the driver or assistant have an accurate list of the names of campers and staff traveling in a camp vehicle?**

**TN3 Is a copy of the list kept at camp?**

TN4 Does the camp provide one or more trained supervisors in each vehicle?

Bus companies train their drivers to be in control of their vehicles ensuring passengers follow the rules of the camp and the company. Including drivers in staff training helps them to understand camp transportation procedures.

Training can include: safe loading and unloading procedures, crossing streets, taking attendance, dealing with parents and their concerns, successful bus programs, emergency procedures, vehicle safety rules, incident reports, behaviour management, how and when to contact the camp office.

TN5 Prior to the start of camp, are staff trained in their responsibilities during the transporting of campers?

**TN6 Is the number of passengers in a vehicle restricted to the seating capacity as recommended by the manufacturer of the vehicle?**

Use seat belts if they are provided.

Camps that use fifteen passenger vans should consider removing the rear seat when the van only has a few people in it in order to reduce loading behind the vehicle's rear axle.

**TN7 Are all vehicles and equipment in safe operating condition?**

All vehicles, owned or leased by the camp or by staff, must be in good repair and should have a first aid kit. It is also recommended that each vehicle have a record of use to ensure proper maintenance.

TN8 Do drivers check towing equipment prior to use?

The driver must check that the hitch size is correct, that the chains are fastened properly, that the trailer lights are working, that the tires are properly inflated and that the load is properly distributed and secured. Towing increases the risk of rollover.

TN9 Does the camp discuss personal transportation safety with all staff?

All safety rules apply to staff on their days off or free time. In precamp remind staff of the importance of safe driving, having a designated driver and the risks found in local road conditions. Camps may give out emergency contact numbers so that staff can contact the camp to indicate that they may be late or are taking a taxi. Staff should not feel pressured to "speed" to get to camp.

## PUBLIC TRANSPORTATION

### **TN10 Are campers traveling on public transportation supervised by trained staff?**

Staff and campers must understand the route and how to use the various modes of transportation.

A procedure should be in place to maintain a consistent count of campers as they board and then leave any mode of transportation.

TN11 Are campers traveling on public transportation given ID and/or camp contacts?

TN12 Are campers traveling on public transportation trained in how to obtain the assistance of the authorities?

## DRIVERS

### **TN13 Does the camp check the license validity and driving record of each driver on camp business?**

Drivers should provide license numbers to the camp for a driver profile review. Driving experience is important.

### **TN14 Do staff hold the required class of license issued by the Ontario Ministry of Transport or equivalent for the camp vehicle they are driving?**