

Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

General Notes

Many camps hire third party transportation providers to transport campers and staff to and from camp and/or to off-site programmes. It is important to research and obtain all of the appropriate documents reflected in the Standards from the company that you employ to ensure that the company has a good safety record and their insurance is deemed adequate by your camp insurance provider. Camps that hire third party transportation providers are still required to ensure and verify that these Standards are being met.

Review Standards with your third party transportation provider, keep a written record and annually acquire all documents for your files prior to the start of camp.

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.

Relevant Regulations and Resources

- Ministry of Transportation.....mto.gov.on.ca/english/safety/school-bus-safety.shtml

Transport Canada:

- Small Vessel Compliance Programtc.gc.ca/eng/marinesafety/svcp-menu-3633.htm

Small Vessel Registration:

- Pleasure Craft License
.....tc.gc.ca/eng/marinesafety/debs-obs-paperworkpaperwork_boat_licence-1898.htm
- Limited Masters Licensetc.gc.ca/eng/marinesafety/tp-archive-tp2293-menu-3111.htm
- Passenger Guidelinestc.gc.ca/eng/mediaroom/backgrounders-b07-m012-5172.htm
- Small Vessel Operator Proficiency (SVOP)
.....tc.gc.ca/eng/marinesafety/tp-tp14692-menu-1373.htm



GTA Photography Classes

TN.1. Safety

MANDATORY:

TN.1.1, 1.2., 1.3., and 1.6.

Applies to:

- Day Camps
- Overnight Camps

TN.1.1.	Does the camp have written policies and procedures for each type of transportation provided for campers?	Yes	No	NA
TN.1.2.	Does the driver or [delete- assistant] camp staff have an accurate list of the names of campers and staff traveling while under the camp's supervision?	Yes	No	NA
TN.1.3.	Is a copy of the list kept at camp?	Yes	No	NA
TN.1.4.	Does the camp provide one or more trained supervisors in each vehicle?	Yes	No	NA
TN.1.5.	Prior to the start of camp, are staff trained in their responsibilities during the transporting of campers?	Yes	No	NA
TN.1.6.	Is the number of passengers in a vehicle restricted to the seating capacity as recommended by the manufacturer of the vehicle?	Yes	No	NA

TN.1. SAFETY:

Contextual Education

TN.1.1 Accurate attendance procedures should be in place for every pick-up and drop-off situation including daily charters, out-trips, field trips, and excursions.

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 overnight 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, through the police service, 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 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 camp 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.

TN.1.4. Training can include safe loading and unloading procedures, crossing streets, taking attendance, dealing with parents and their concerns, successful bus programmes, emergency procedures, vehicle safety rules, incident reports, behaviour management, how and when to contact the camp office.

TN.1.6. Use seat belts if they are provided. Camps should follow manufacturer recommendations for operation of any camp vehicle at all times.

TN.1. SAFETY:

Compliance Demonstration

Visitor Observations: All vehicles and equipment in safe operating condition.

Written Documentation: Written policies and procedures, Lists and copies of list of campers being transported.



TN.2. Public Transportation

MANDATORY: TN.2.1.

Applies to:

- Day Camps
- Overnight Camps

TN.2.1.	Are campers traveling on public transportation supervised by trained staff?	Yes	No	NA
TN.2.2.	Are campers traveling on public transportation given identification and/or camp contacts?	Yes	No	NA
TN.2.3.	Are campers traveling on public transportation trained in how to obtain the assistance of the authorities?	Yes	No	NA

TN.2. PUBLIC TRANSPORTATION:

Contextual Education

TN.2.1. 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.

TN.2. PUBLIC TRANSPORTATION:

Compliance Demonstration

Visitor Observations: How campers are identified on public transportation.

Visitor Interview: Discussion with director regarding staff training.

Written Documentation: Written policies and procedures regarding public transportation.



Camp Robin Hood