

Maryland Department of Health
Center for Healthy Homes and Community Services
Youth Camps

Transportation Safety Plan

Purpose

The purpose of a written transportation safety plan is to inform camp staff and volunteers what actions to follow to ensure each camper's safety while being transported.

Training

Staff and volunteers must receive training in the transportation safety plan. Training must include an opportunity to discuss the procedures and ask questions.

Knowledge and Conduct

Staff and volunteers must know and follow the camp's transportation safety plan.

- Describe the training: what/where/when.
- Document that each staff/volunteer was trained not more than 30 days before camp and knows the transportation safety plan.

Availability

A copy of the transportation safety plan must be available to the camp staff. The transportation safety plan must be on file in the headquarters or office of the camp.

- Where are copies of the written transportation safety plan kept?
- Do staff/volunteers receive a copy?

Writing Transportation Safety Plan:

Answer each question by describing your procedures or the actions you want your staff members to take:

1. Is transportation provided according to applicable State laws?
2. What are the transportation safety rules, standards and practices?
3. What are the supervision requirements during transportation? Include staff member to camper ratio.
4. What are the emergency transportation services should the need arise?
5. What are the severe weather procedures while being transported?
6. What safety equipment is provided and used? (i.e. car seats for younger children, seat belts)
7. Is the driver an adult?
8. Is the driver licensed according to applicable State law?
9. The number of occupants in the vehicle may not exceed the vehicle manufacturer's seating capacity. How will the camp operator ensure that this will be followed?

10. How will camp obtain written authorization from a camper's parent or guardian for the camper to be transported?
11. How is vehicular traffic controlled on the campsite?
12. How will the camp operator ensure that staff members and volunteers understand that campers **are not to be transported**:
 - In non-passenger vehicles,
 - An individual's car without obtaining written authorization from the camper's parent or guardian and the owner of the vehicle?

If camp provides transportation to camp, from camp or to and from camp include the answers to the following questions in your transportation safety plan:

13. Is the director available for consultation during transportation hours?
14. How will the following written information be provided to the camper's parent or guardian:
 - Camper's pick-up time and designated pick-up location?
 - Camper's drop-off time and designated drop-off location?
 - Camp's pick-up and drop-off safety procedures?
 - Camp's policy concerning the camp's responsibility for supervising a camper when the camper is picked up, dropped off, and transported?
15. How will camp obtain a written agreement from the camper's parent or guardian concerning the parent's or guardian's responsibility for supervising a camper before the camper is picked up and after the camper is dropped off?
16. When there are 10 or more campers in a vehicle, how will camp ensure that in addition to the driver that there is another assistant counselor or adult on duty and supervising the campers? Include staff member to camper ratio?