

**Maryland Department of Health
Center for Recreation and Community Environmental Health Services
Youth Camps**

Transportation Safety Plan Guidance

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. The transport must be conducted according to the safety plan.

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 procedures.

- Each staff member / volunteer must receive training on the transportation safety plan and be allowed to ask questions regarding the plan.
- The camp must keep documentation that each staff member / volunteer received the training not more than 30 days before the transport.

Availability

The transportation safety plan must be on file in the camp headquarters or office and a copy must be available to the staff / volunteer.

- Each staff member / volunteer must know where the trip safety plan is kept and / or be provided with their own copy of the plan.

Writing Transportation Safety Plan and Procedures

Provide the following descriptions and actions in your trip safety plan:

- 1) Describe how the camp is ensuring that the transportation is provided according to applicable State laws.
- 2) Describe the health and safety risks of each transport and how these risks are addressed.
- 3) Describe all safety rules, standards, and practices for each transport.
- 4) Describe the safety equipment to be used, your safety procedures, and proper use of the equipment (i.e. car seats, seat belts, etc.).
- 5) Describe how the number of occupants in a vehicle will not exceed the vehicle manufacturer's seating capacity.

- 6) Describe how transportation of campers will only occur in vehicles designed to carry passengers and never in a non-passenger vehicle.
- 7) Describe the procedure for emergency transportation services.
- 8) Describe the procedure during severe weather.
- 9) Describe how vehicular traffic is controlled on the campsite.
- 10) Describe the required staff; staff qualifications; and each staff member's responsibility before, during, and after the transport. Minimum state requirements for staffing are below. The camp's requirements may be stricter.
 - a) Vehicle driver (an adult who is licensed according to applicable state law).
 - b) Staff to camper ratio is 1 staff to 10 campers.
- 11) Describe how parents, guardians, staff, and campers are notified prior to the transportation.
- 12) Describe how the camp obtains written authorization from the child's parent or guardian for the camper to take the transportation.
- 13) Describe how a camper will be transported in an individual's car only if the child's parent or guardian and car owner have given written authorization.
- 14) Describe the following when the transportation is to camp, from camp, or to and from camp:
 - a) How the director can be reached for consultation.
 - b) How written information is provided to the camper's parent or guardian regarding:
 - i) Pick-up time and location.
 - ii) Drop-off time and location.
 - iii) Pick-up and drop-off safety procedures.
 - iv) Camp's policy concerning the camp's responsibility for supervising a camper during pick-up, drop-off, and transporting.
 - c) How the camp will obtain a written agreement from the camper's parents 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.
- 15) Describe how campers are instructed in safety procedures and the use of any protective equipment.
- 16) Describe how, where, and when (not more than 30 days before the trip) staff member / volunteer will be trained on this transportation safety plan.

- 17) Describe how the camp will document that each staff / volunteer has received and understand the transportation safety plan training prior to camp and where that documentation will be kept.
- 18) Describe how the staff / volunteers will have access to the transportation safety plan; where copies of the plan will be kept and / or copies provided to the staff / volunteers.