

Transportation Rules – Day Camps

Use of form: Day camp licensees must complete this checklist and return it to their licensing specialist no later than July 20, 2009. This form will be used by licensing specialists to monitor compliance with certain day camp rules regarding transporting children in care. This checklist contains only selected portions of DCF 252 Licensing Rules for Day Camps. The licensee must be in compliance with all applicable rules whether or not they are on this checklist. Refer to the rule book for the complete rule. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: The licensee completes the "Licensee" column and submits the completed form to the department no later than July 20, 2009. The licensing specialist completes the "Licensing Specialist" column during the subsequent monitoring visit. If compliance with an item is "Not Met" a Noncompliance Statement and Correction Plan will be issued and an enforcement action may also be issued.

Name – Day Camp	Telephone Number – Camp	Facility ID Number
Physical Address – Camp (Street, City, Zip Code)	Mailing Address – Camp (if different from physical address)	
Name – Center Director	Ages Accepted	Telephone Number

Check all that apply.

<input type="checkbox"/> No transportation provided. Sign, date and return form <input type="checkbox"/> Camp-provided transportation for field trips <input type="checkbox"/> Camp-provided transportation to and / or from the camp	<input type="checkbox"/> Camp-provided transportation provided in center-owned vehicles <input type="checkbox"/> Camp-provided transportation provided in vehicles other than center-owned vehicles <input type="checkbox"/> Camp program consists primarily of field trips
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DEPARTMENT OF CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
<p>DCF 252.09 Transportation. The following requirements apply to all camp-provided transportation of children, including both regularly scheduled transportation to and from the camp and field trip transportation:</p>						
(1) GENERAL						
(a) CENTER RESPONSIBILITY FOR CHILDREN DURING TRANSPORTATION The camp shall assume responsibility for a child between the time the child is placed in a vehicle until the child reaches his or her destination and is released to a person responsible for the child.						
(c)1. CONTRACTED TRANSPORTATION – COMPLIANCE WITH REQUIREMENTS Whenever the camp contracts with a firm for the provision of transportation, the camp shall ensure that the firm complies with all applicable requirements of this subsection.						
(c)2. CONTRACTED TRANSPORTATION – CONTACT INFORMATION When services for transportation are contracted, the name, address and telephone number of the contracting firm and the name of a representative of the firm who may be contacted after hours shall be on file at the camp.						
(d) SCHOOL BUS COMPLIANCE When children are transported in school buses as defined in s. 340.01(56), Stats., the school buses shall comply with ch. Trans 300.						
(e) DRIVER FILES When regularly scheduled transportation is provided by the camp, the name of each driver, type of license held and the date of expiration of the license shall be on file at the camp.						
(f) WRITTEN PLAN FOR TRANSPORTATION The camp shall maintain a written plan for regularly scheduled transportation of children between the children’s homes or camp pick-up and drop-off locations and the camp, which shall include:						
1. TRANSPORTATION – LIST OF CHILDREN TRANSPORTED ON FILE A list of children transported and the method of taking daily attendance;						
2. TRANSPORTATION ROUTE & STOPS ON FILE The transportation route and scheduled stops;						

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252.09(1)(f)3.	Met	N/A	Met	Not Met	N/A	COMMENTS	
3. TRANSPORTATION – AUTHORIZED PERSON TO RECEIVE CHILD ON FILE The name and address of the person authorized to receive the child if the child is dropped off at a place other than the child's residence; and							
4. TRANSPORTATION – PROCEDURE IF NO ONE HOME TO RECEIVE CHILD ON FILE Procedures to be followed when the parent or designated authorized adult is not at home to receive the child.							
(g) TRANSPORTATION – PROCEDURE FOR CHILDREN WITH DISABILITIES The camp shall have written safety precautions to be followed when transporting children with disabilities or children who have a limited ability to resupply.							
(h) EMERGENCY INFORMATION IN VEHICLE The following information shall be carried in the vehicle for each child being transported:							
1. EMERGENCY INFORMATION IN VEHICLE – PARENT CONTACT An address and telephone number where a parent or other adult can be reached in an emergency.							
2. EMERGENCY INFORMATION IN VEHICLE – PHYSICIAN / MEDICAL FACILITY The name, address, and telephone number of the child's physician or medical facility.							
3. EMERGENCY INFORMATION IN VEHICLE – CONSENT FOR EMERGENCY TREATMENT Written consent from the child's parent for emergency medical treatment.							
(i) SMOKING IN VEHICLE Smoking is prohibited in the vehicle while children are being transported.							
(2) DRIVER							
(a) DRIVER QUALIFICATIONS – LICENSE The driver of a vehicle used to transport children enrolled in the camp shall have a valid Wisconsin operator's license for the type of vehicle being driven.							
(b) DRIVER QUALIFICATIONS – DRIVING RECORD The camp shall have a copy of the driver's driving record on file before that person may drive a camp-provided vehicle. The licensee shall annually obtain and review each driver's driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children.							
(c) DRIVER QUALIFICATIONS – AGE & EXPERIENCE The driver of a vehicle shall be at least 18 years of age and have at least one year of experience as a licensed driver.							
(3) VEHICLE							
(a) VEHICLE REQUIREMENTS – REGISTRATION All vehicles used to transport children shall be registered by the state of Wisconsin.							
(b) VEHICLE – CONDITION, INSPECTION REPORT All vehicles used to transport children shall be in safe operating condition, and at 12-month intervals the licensee shall provide the department with evidence of the vehicle's safe operating condition on a form provided by the department. Note: Form, Vehicle Safety Inspection, may be obtained from the department's website at http://dcf.wisconsin.gov or from any regional office listed in Appendix A.							
(c) VEHICLE – FIRST AID KIT Vehicles used to transport children shall be equipped with a first aid kit.							
(d) VEHICLE REQUIREMENTS – INTERIOR CONDITION All vehicles shall be clean, uncluttered, and free of obstructions on the floors, aisles and seats.							
(e) VEHICLE REQUIREMENTS – ENCLOSED All vehicles shall be enclosed. Children may not be transported in a truck except in the cab.							

DEPARTMENT OF CHILDREN AND FAMILIES	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
252.09(3)(f)						
(f) SEATING IN SCHOOL BUS OR VEHICLE BUILT TO SCHOOL BUS STANDARDS Children transported in school buses or vehicles built to school bus standards shall be properly seated according to the manufacturer's specifications.						
(g)1. CAR SAFETY SEAT – CHILDREN UNDER AGE 4 Each child under 4 years of age or who weighs less than 40 pounds being transported in a vehicle shall be properly restrained in a forward-facing child car safety seat as specified in s.347.48, Stats.						
(g)2. BOOSTER SEAT RESTRAINT – CHILD AGE 4 TO 8 OR UNDER 80 LBS OR 4'9" Each child who is at least 4 years of age but less than 8 years, weighing not more than 80 pounds or taller than 4 feet 9 inches shall be properly restrained in a shoulder-positioning child booster seat before being transported in a vehicle as specified in s.347.48, Stats.						
(g)3. SEAT BELT USE Each child not required to be transported in an individual child car safety seat or booster seat shall be properly restrained by a seat belt. Each adult in a vehicle shall be properly restrained by a seat belt. Seat belts may not be shared.						
(h) VEHICLE – LOCKED DOORS DURING TRANSPORTATION Doors shall be locked at all times when the vehicle is moving.						
(i) VEHICLE – ACCIDENT REPORTING A copy of any accident report shall be submitted to the department within 5 days after the occurrence of an accident involving a vehicle transporting children.						
(4) VEHICLE CAPACITY AND SUPERVISION						
(a) VEHICLE – UNATTENDED CHILDREN Children may not be left unattended in the vehicle.						
(b) VEHICLE – ADDITIONAL ADULT SUPERVISION When children are transported in a vehicle there shall be at least one adult supervisor in addition to the driver whenever there are more than 3 children who have a disability or limited ability to respond to an emergency.						
(c) VEHICLE SUPERVISION – MORE THAN 10 CHILDREN UNDER AGE 5 There shall be at least one adult supervisor in addition to the driver when there are more than 10 children under 5 years of age in the vehicle.						
(d) VEHICLE SUPERVISION IN VEHICLE – CHILDREN AGE 5 & ABOVE There shall be at least one adult supervisor in addition to the driver when there are more than 17 children 5 years and older in the vehicle.						
(e) RELEASING A CHILD AFTER TRANSPORTATION After transporting a child to his or her destination, the driver shall wait until the child enters the building or is in the hands of an adult designated by the parent, unless otherwise authorized by the parent.						
(f) VEHICLE CAPACITY A seat shall be provided for each child. In a vehicle not required to have seat belts, the camp shall follow the manufacturer's recommendation regarding the capacity of the vehicle.						
(g) CHILDREN SEATED DURING TRANSPORTATION The driver or adult supervisor shall be responsible for seeing that children remain seated while the vehicle is in motion.						
(h) VEHICLE – FRONT SEAT USE Children under age 13 may not ride in the front seat.						
(i) TRANSPORTATION – PROCEDURE TO ENSURE CHILDREN EXIT VEHICLE The camp shall implement a procedure to ensure that all children exit the vehicle after transportation to a destination.						
DCF 252.41 Operational requirements for day camps.						
(1) ADMINISTRATION. The licensee shall do all of the following:						
(e) INSURANCE CERTIFICATE Provide documentation of insurance coverage by the submission of a certificate of insurance reflecting current dates of coverage for:						
2. INSURANCE COVERAGE – VEHICLE LIABILITY Vehicle liability insurance, when transportation is provided, with minimums no less than those specified in s.121.53, Stats.						

DEPARTMENT OF CHILDREN AND FAMILIES	Licensee		Licensing Specialist			
252.41(1)(e)3.	Met	N/A	Met	Not Met	N/A	COMMENTS
3. INSURANCE COVERAGE – NON-OWNED VEHICLE LIABILITY Non-owned vehicle liability insurance when transportation is provided by other than camp-owned vehicles.						
(g) POLICIES & PROCEDURES – SUBMITTED FOR APPROVAL & IMPLEMENTED Develop, submit to the department for approval, and implement approved written policies and procedures on all the following subjects:						
3. POLICY SUBMITTED & IMPLEMENTED – TRANSPORTATION Transportation if children may be transported to and from the camp or for field trips. The policy shall include a procedure to ensure that no child has been left unattended in a vehicle.						
(3) STAFF RECORDS. The licensee shall: (for drivers or person who accompany children during transportation.)						
(a) STAFF FILE – MAINTENANCE & AVAILABILITY Maintain a file on each employee which is available for examination by the licensing representative. Each employee’s file shall include all of the following:						
(4) CHILDREN’S RECORDS FILES						
(a) CHILD RECORD – MAINTENANCE, AVAILABILITY, REQUIREMENTS The licensee shall maintain at the camp, a current written record for each child enrolled at the camp. The record shall be on file before the child’s first day of attendance and updated annually. The licensee shall make the record available to the licensing representative. Each child’s file shall include all of the following:						
3. CHILD RECORD – TRANSPORTATION AUTHORIZATION Authorization from the parent to transport the child to and from the camp, when transportation is provided;						
4. CHILD RECORD – FIELD TRIP AUTHORIZATION Authorization from the parent for the child to participate in and be transported for field trips and other activities, if these are part of the camp program;						
(5) NOTIFICATION TO PARENTS						
(a) The camp director shall notify the parents of an enrolled child of all of the following:						
4. PARENT NOTIFICATION – FIELD TRIP When the child participates in a field trip. The camp shall provide parents with a current and accurate schedule of all the field trips prior to the trips. Changes in the schedule of trips shall be communicated to parents.						
DCF 252.42 Personnel						
(3) STAFFING AND SUPERVISION						
(d) CAMP DIRECTOR – PRESENT, ACCESSIBLE, AUTHORIZED DELEGATE The camp director shall be at the camp during the hours of operation, unless the children are on a field trip in which case the camp director shall accompany the children. When some of the children are on a field trip and others are at the base camp, the camp director may accompany the children on the field trip if there is a reliable method of communicating easily with the camp. If the camp director is not present either at the base camp or on a field trip, another qualified person shall be identified in a written delegation of administrative authority, present at the camp and authorized to make decisions for the camp.						
(g) CHILD TRACKING PROCEDURE All children in care shall be assigned to a counselor. The camp shall implement a procedure to ensure that the number, names, and whereabouts of children in care are known to the assigned camp counselor at all times.						
(k) COUNSELOR-TO-CHILD RATIO – FIELD TRIP When 9 or more children are on a field trip at least 2 adults shall accompany the children. The counselor-to-child ratios in Table DCF 252.42 shall be met on field trips.						

DEPARTMENT OF CHILDREN AND FAMILIES DCF 252.44 Program	Licensee		Licensing Specialist			COMMENTS
	Met	N/A	Met	Not Met	N/A	
(5) FOOD						
(b) MEALS & SNACKS – TRANSPORTATION Camp-provided transportation time shall be included in determining the total number of hours a child is present for the purpose of par. (a).						
(12) FIELD TRIPS. For field trips away from the base camp:						
(a) EMERGENCY CONTACT & MEDICAL PERMISSION CARRIED ON FIELD TRIPS Staff shall carry emergency contact information and signed parental permission for the emergency medical care of all children on the field trip.						
(b) FIELD TRIP – COUNSELOR TO CHILD RATIOS The counselor-to-child ratio under Table DCF 252.42 shall be maintained, except that the number of adults accompanying children away from the base camp shall be no fewer than 2.						
(c) FIELD TRIP – PLANNED SOURCE OF EMERGENCY MEDICAL CARE A planned source of emergency medical care in the area to be visited shall be known to staff.						
(d) FIELD TRIP – LIST OF PARTICIPATING CHILDREN A list of children participating in the field trip shall be maintained by the camp director and a counselor accompanying the children.						
(e) FIELD TRIP – PARENTAL NOTIFICATION Parents shall be notified in advance of the times and location of each field trip.						
(f) FIELD TRIP – FIRST AID SUPPLIES First aid supplies shall be taken on all field trips.						

SIGNATURE – Center Representative

Date Signed

SIGNATURE – Licensing Specialist

Review Date