

Operation Lifesaver

POLICY & GUIDELINES



OPERATION LIFESAVER POLICY & GUIDELINES

Operation Lifesaver is a nationwide, non-profit public information and education organization dedicated to eliminating collisions, injuries and fatalities at highway-railway crossings and trespassing on rights-of-way.

It is sponsored by the Railway Association of Canada and Transport Canada and works in cooperation with many community organizations.

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1 - INTRODUCTION

Background

Each year in Canada, there are about 250 collisions between trains and motor vehicles at highway/railway crossings, resulting in approximately 30 fatalities and 25 serious injuries. In addition, there are an average of 90 collisions between trains and trespassers, resulting in approximately 60 fatalities and 25 serious injuries.

Many of the injured are permanently disabled. Property damages resulting from these collisions are extensive. It is no exaggeration to say that the direct and indirect costs of these incidents amount to millions of dollars annually. Highway/railway crossing collisions are one of the most predictable and preventable of all transportation incidents in that they occur at a precise location - the intersection of the highway and the railway track.

The Transportation Safety Board of Canada indicates over half of the collisions occur at highway/railway crossings equipped with warning devices such as lights and bells. Investigations reveal that, in most circumstances, driver error is the cause of these collisions.

Furthermore, studies have shown that trespassing incidents often take place when people walk, lie down, cross or sit on the tracks. Incidents also occur when recreational vehicle users, cross-country skiers and hunters use the railway property as a recreational playground.

The findings of such surveys indicate that, despite the installation of gates, other warning devices, pedestrian crossovers and trespassing enforcement, there is a lack of knowledge about the hazards that railways present. This communication gap is part of the problem and bridging that gap through greater public awareness is clearly a part of the solution. To help achieve this goal, Operation Lifesaver was established in Canada in 1981.

Operation Lifesaver is sponsored by The Railway Association of Canada and Transport Canada and works in co-operation with community partners across the country. This active, continuing public education program is designed to heighten public awareness of the potential hazards of highway/railway crossings and to urge caution by drivers and pedestrians when in their vicinity. The program also seeks to inform the public of the dangers associated with trespassing on railway property. The goal is to reduce the number of incidents that result in fatalities, injuries, and monetary losses.

1.1 COMMITMENT

- i - Operation Lifesaver Canada (OL) welcomes and values those competent and caring individuals who generously give their time to deliver Operation Lifesaver programs.
- ii - Operation Lifesaver is committed to ensuring that its programs are delivered in a courteous and professional manner with due consideration for the safety and protection of all participants.
- iii - In order to meet this commitment, Operation Lifesaver reserves the right to review the suitability of all volunteers.

1.2 PURPOSE

To establish a volunteer applicant process that is thorough and includes screening.

1.3 SCOPE

This Policy applies to all OL volunteers and sponsoring member agencies.

2 - VOLUNTEER SELECTION & SCREENING GUIDLINES

2.1 WHO CAN BE AN OL VOLUNTEER?

- i - If you like public speaking, are interested in delivering OL's message about safety around railway tracks and property and over the age of 16, you can become a Presenter. Operation Lifesaver also needs non-speakers as Associates to staff booths, displays, etc., and to assist Presenters with other special events.
- ii - Operation Lifesaver and any of its sponsoring member agencies may recruit competent volunteers to deliver Operation Lifesaver programs.
- iii - Prospective OL volunteers may approach Operation Lifesaver or any of its sponsoring member agencies in order to seek sponsorship and obtain a copy of the standard application form. (Appendix 1)
- iv - Operation Lifesaver will maintain a central record of all volunteer documentation.

2.2 OBJECTIVES

- i - To ensure volunteers are caring, competent, and qualified individuals.
- ii - To assure the organizations and public that the programs delivered by Operation Lifesaver are provided in a safe, courteous, and professional manner.
- iii - To ensure the safety and well-being of Operation Lifesaver program participants.
- iv - Applicants must immediately advise OL of any pending criminal charges.

2.3 SELECTION

2.3.1 Applicant

- i - Prospective OL volunteers must complete the application form and return it to the sponsoring agency or the OL national office. (Appendix 1)
- ii - All volunteer applicants must obtain a police record check on initiation of their application and if successful, thereafter, every four years or as required by Operation Lifesaver.

Note: The process for obtaining a police record check will vary from community to community. Sponsoring member agencies may assist volunteers by establishing processes in the communities in which they are located. A fee may be charged by some police agencies for this service.

- iii - Applicants must immediately advise OL of any pending criminal charges.
- iv - Applicants will provide personal references.
- v - Applicants must agree to allow the sponsoring member agency or OL to contact the references provided.
- vi - Applicants must agree to attend a personal interview.

2.3.2 Sponsoring Member Agency

- i - The volunteer application will not be processed if the applicant is found to have a criminal record (subject to Section 2.4.2.5).
- ii - The sponsoring member agency will interview the applicant and review their references prior to training.
- iii - The sponsoring member agency will notify the applicant of the result of the volunteer screening process.
- iv - The sponsoring member agency will forward copies of all relevant documents relating to a volunteer application to Operation Lifesaver whether the applicant is recommended or not.

2 - VOLUNTEER SELECTION & SCREENING GUIDELINES

2.4 SCREENING

Elements of the screening

2.4.1 Application

- i - The standard form will be used. (Appendix 1)
- ii - To initiate the screening process, the applicant must properly complete, sign and date the application form.

2.4.2 Police Record Check

2.4.2.1 Scope

The Police Record Check process applies to all Volunteer Applicants as well as Certified Operation Lifesaver Volunteers.

2.4.2.2 Volunteer Screening Process

OL Volunteer Applicants must:

- i - Complete the standard application and return it to OL or the sponsoring member agency;
- ii - Obtain and submit, with the completed OL application, the original Police Record Check (PRC), from the police service in the community in which they live.
- iii - Provide personal references; and
- iv - Submit to a personal interview conducted by an OL representative.

Exception: Sworn peace officers are not required to submit a PRC or personal references where they are acting as an Operation Lifesaver Volunteer as part of their employment.

2.4.2.3 Police Record Check Requirement

All Volunteer Applicants and Certified OL Volunteers must obtain and submit to OL a Police Record Check:

- i - During the application and selection process;
- ii - Every four years once they are accepted as an OL Certified Volunteer; and
- iii - Upon request by Operation Lifesaver.

In addition, it is the responsibility of every applicant and every Certified OL Volunteer to inform OL, in writing, of any change to their criminal record status.

2.4.2.4 General Practice

The PRC must not be more than three months old when submitted for review.

The PRC will be reviewed by the sponsoring member agency representative during the application and selection process. Where a clean PRC is submitted (no criminal convictions or police contacts/concerns) the application and screening process will continue.

Where a PRC identifies a criminal conviction or other police contact/concern, the PRC will be provided to the OL Volunteer Risk Management Committee (OL VRMC) for review and recommendation.

Once an individual has been accepted to act as a volunteer, a PRC will be required every four (4) years unless it is determined by OL that there are reasonable grounds to believe that the PRC is no longer accurate by virtue of subsequent convictions, charges without disposition or police contacts.

Failing to provide a new PRC to OL in a reasonable time will result in the volunteer's dismissal or decertification.

2 - VOLUNTEER SELECTION & SCREENING GUIDELINES

2.4.2.5 Review of Police Record Checks

The OL VRMC will review all cases when an applicant or current OL Volunteer submits a PRC which identifies a conviction for any criminal offence. All cases will be reviewed on an individual basis.

Applicants who have committed certain offences will not be accepted into the OL Volunteer program. Current OL Volunteers who have committed certain offences will be dismissed or decertified. These offences may include but are not limited to: sexual assault, current prohibitions forbidding contact with children, criminal offences for child abuse; any offence of a sexual nature involving children, including pornography, violent offences; and criminal driving offences such as criminal negligence causing death.

Any Criminal Code conviction or police contact will be examined by a designated screening individual or individuals to assess the acceptability of the applicant as an OL Volunteer. When reviewing a PRC, any conviction, charge without disposition or police contact in relation to either federal or provincial legislation, may be considered.

If a review of a PRC by the OL VRMC results in the recommended rejection of a volunteer applicant or the dismissal or decertification of an existing volunteer, the applicant or volunteer and sponsoring member agency will be so notified by OL.

If a review of a PRC by the OL VRMC results in the recommended acceptance of a volunteer applicant or continued certification of an existing volunteer, the applicant or volunteer and sponsoring member agency will be so notified by OL.

The recommendation of the OL VRMC is final.

2.4.2.6 Confidentiality of PRCs

PRCs will remain Private and Confidential at all times and only OL, the sponsoring member agency representative if applicable, and the OL VRMC will have this privileged information disclosed to them.

Copies of the PRC will not be retained by OL, the sponsoring member agency, or OL VRMC. PRCs submitted by an Applicant or current OL Volunteer as part of the screening process shall be returned to them, by mail, at the end of the application and selection process or review process, as the case may be.

2.4.2.7 Frequently Asked Questions

What is a Police Record Check (PRC)?

A PRC is an authorized search of police records. OL requires a PRC to help determine the suitability of an individual as a volunteer. How the check is handled and what information is checked varies significantly between police services, as does the cost.

The PRC must be current (less than 3 months old) and must indicate it is a police records check through the Vulnerable Sector Screening.

What is Vulnerable Sector Screening?

It is a process of screening a person's suitability for working or volunteering with people considered to be more vulnerable within our society which include children, the elderly, persons with disabilities, etc.

2 - VOLUNTEER SELECTION & SCREENING GUIDELINES

What information will you receive?

All PRCs involve a search of the RCMP's database for criminal convictions. Some police services will go much further and scan all available records, including those held by local police, for information regarding everything from criminal convictions to registered complaints. The information passed on to those requesting the Police Record Check is equally varied, from acknowledgement that a relevant record exists to a complete printout of everything the police know about a person.

How do you get a PRC?

To obtain a PRC, OL Applicants and current OL Volunteers should contact their local police service. Explain that you need to provide a Police Record Check as part of the OL Volunteer screening process and provide the introductory letter supplied with the application form by OL.

What personal information will be expected for the PRC?

When completing a request for a police record check, you should be prepared to include your full name (first, middle, surname), previous name(s) (maiden name), date of birth, drivers license number, current address as well as addresses for the previous 5 years.

Does the local police agency keep OL updated on any changes in a person's criminal record status?

No. This would be an overwhelming task for the police. Volunteers, when agreeing to a PRC, also agree to have PRCs repeated every four years.

In addition, it is the responsibility of every applicant and every certified OL Volunteer to advise OL if there is any change to their criminal record status.

2.4.2.8 Interview

- i - Applicants will be interviewed by the Operation Lifesaver sponsoring member agency receiving their application.
- ii - The interviewer should review the application and discuss with the applicant their reasons for wanting to participate in the program.

2.4.3 Reference and Employer Checks

- i - Reference checks should be done by the person who interviewed the applicant.
- ii - References should be contacted. (Interviewing guidelines see Appendix 2)

3 - TRAINING AND CERTIFICATION PROCEDURES

Volunteers accepted into the program must be trained and certified in accordance with the Operation Lifesaver Presenter Training and Certification process.

3.1 PURPOSE

- i - To establish minimum standards and curriculum requirements for the training, certification and re-certification of associates, presenters, presenter-trainers, and master trainers.
- ii - To set minimum standards and curriculum requirements for industry trainers interested in becoming certified.
- iii - To create a reporting process for Operation Lifesaver industry trainer presenters, trainers, and member agencies.

3.2 TRAINING

3.2.1 Responsibilities

3.2.1.1 Operation Lifesaver

- i - Operation Lifesaver will be responsible to maintain an Operation Lifesaver database to record training and certification data for all Associates, Presenters and Trainers.
- ii - OL will develop and provide materials necessary for conducting the training of its volunteers.
- iii - OL will coordinate the following training courses:
 - ♦ Presenter and Associates Course
 - ♦ Presenter-Trainers Course
 - ♦ Master Trainers Course
- iv - Operation Lifesaver will be responsible to provide forms to document training and certification. (Appendix 3)
- v - Operation Lifesaver will be responsible to notify the OL Volunteer and their sponsoring member agency of any loss of qualification. (E-mail for question re notification)

3.2.1.2 Master Trainers

- i - Master Trainers will be responsible to train Presenter-Trainers in accordance with training material supplied by Operation Lifesaver.
- ii - Master Trainers will be responsible to maintain records for all training sessions delivered.
- iii - Master Trainers will be responsible to provide training records to Operation Lifesaver for maintenance of the training and certification data.

3.2.1.3 Presenter-Trainers

- i - Presenter-Trainers will be responsible to train Presenters and Associates in accordance with training material supplied by Operation Lifesaver.
- ii - Presenter-Trainers will be responsible to maintain records for all training sessions delivered.
- iii - Presenter-Trainers will be responsible to provide training records to Operation Lifesaver for maintenance of the training and certification data.

3 - TRAINING AND CERTIFICATION PROCEDURES

3.2.2 Pre-requisites

3.2.2.1 Master Trainers

- i - Master Trainers must be certified as Presenter-Trainers and have experience in delivering all Operation Lifesaver approved programs for at least two years.
- ii - Master Trainers must demonstrate above average instructional skills and be recommended by a sponsoring member agency for appointment by Operation Lifesaver.
- iii - Master Trainers must attend a Level 3 training session provided by an experienced Master Trainer.
- iv - Master Trainers will receive certification upon the satisfactory delivery of a Level 2 training session while monitored by another experienced Master Trainer.
- v - Master Trainers must maintain their Presenter status and must deliver at least one Level 2 training session every three (3) years to maintain certification.
- vi - Should a Master Trainer be unable to maintain their certification within the prescribed period, they must be monitored by a certified Master Trainer when they deliver their next Level 2 training session in order to be re-certified.

3.2.2.2 Presenter-Trainers

- i - Presenter-Trainers must be certified as Presenters and have experience in delivering all Operation Lifesaver approved programs for at least two years.
- ii - Presenter-Trainers must demonstrate instructional skills and be recommended by a sponsoring member agency for appointment by Operation Lifesaver.
- iii - Presenter-Trainers must attend a Level 2 training session provided by a Master Trainer.
- iv - Presenter-Trainers will receive certification upon the satisfactory delivery of a Level 1 training session while monitored by a Master Trainer or another qualified Presenter-Trainer.
- v - Presenter-Trainers must maintain their Presenter status and must deliver at least one Level 1 training session every two (2) years to maintain certification.
- vi - Should a Presenter-Trainer be unable to maintain their certification within the prescribed period, they must be monitored by a certified Presenter-Trainer when they deliver their next Level 1 training session in order to be re-certified.

3 - TRAINING AND CERTIFICATION PROCEDURES

3.2.2.3 Presenters

- i - Presenter candidates must have a strong interest in becoming a Presenter.
- ii - Presenters must attend a Level 1 training session and deliver an Operation Lifesaver presentation while monitored by a qualified Operation Lifesaver Presenter-Trainer or designated Presenter within 90-days of the training session. Presenters will receive certification upon the satisfactory delivery of the presentation.
- iii - The Presenter must be active and must deliver at least four (4) Operation Lifesaver presentations within a two-year period to maintain certification.
- iv - Should a Presenter be unable to maintain their certification within the prescribed period, they must be monitored by a certified Presenter during their next presentation in order to be re-certified.

3.2.2.4 Associates

- i - Associate candidates must have a strong interest in Operation Lifesaver.
- ii - Associates must attend a Level 1 training session.
- iii - Associates do not make presentations but will participate in Operation Lifesaver events in a support function.

3.2.2.5 Industry Trainers

- i - Industry trainers must already be certified trainers within their own industry. They may or may not take the industry trainers training sessions.
- ii - Industry trainers may only provide OL presentations using the stand-alone material produced for their level of industry certification.

3.3 DE-CERTIFICATION

Failure to maintain Operation Lifesaver standards, policies, and procedures will result in de-certification.

4 - REPORTING

4.1 OPERATION LIFESAVER

- ▶ Operation Lifesaver will be responsible to maintain an Operation Lifesaver database to maintain volunteer's status, contact information, delivered presentations and archived activities.
- ▶ Operation Lifesaver will be responsible to produce reporting forms to document presentations and activities. (Appendix 4)
- ▶ Sponsoring member agencies will supply OL reporting forms to all sponsored Presenters.
- ▶ Sponsoring member agencies will supply OL with completed reporting forms for maintenance of the Operation Lifesaver database.

4.2 TRAINERS

- ▶ Trainers will provide Operation Lifesaver with attendance sheet for all Master Trainer, Presenter-Trainer, and Presenter courses they deliver.

4.3 PRESENTERS

- ▶ Presenters are required to complete the Operation Lifesaver reporting forms, which can be submitted by mail, by fax or inputted on-line through the OL Web site.

4.4 VOLUNTEERS

- ▶ Volunteers shall provide Operation Lifesaver with personal and contact information for the purpose of updating the OL database.

5 - MENTORING

5.1 PURPOSE

The purpose of this Guideline is to implement mechanisms to help Presenters develop the confidence, resources and skills necessary to effectively deliver the Operation Lifesaver (OL) message.

5.2 SCOPE

This Guideline outlines elements of effective mentoring practice which apply to OL Trainers and Presenters who participate in the Mentor/Presenter program.

5.3 APPROACH

Presenter-Trainers participating in this program will act as mentors working with new and existing Presenters through:

- ♦ Traditional mentoring (one trainer to one presenter);
- ♦ Group mentoring (one trainer to several presenters);
- ♦ Team mentoring (more than one trainer working with small groups of presenters); and/or
- ♦ E-mentoring (mentoring via e-mail and the internet).

5.4 COORDINATION

The Presenter Mentoring Program shall be managed by the National Director of Operation Lifesaver who will act as or designate a Program Coordinator.

5.5 MENTORING PROCESS

5.5.1 Roles and Responsibilities

5.5.1.1 Program Coordinator

The Program Coordinator shall provide ongoing support to Mentors by encouraging peer support, facilitating relevant issue discussion and information dissemination among Mentors, and providing appropriate training tools and resources for use in the Mentoring Program.

In addition, the Program Coordinator shall be responsible for:

- ♦ Coordinating the overall Mentoring Program;
- ♦ Selecting and managing volunteer Mentors;
- ♦ Approving Mentor/Presenter matches; and
- ♦ Supporting the mentoring process by providing guidance relating to the Mentoring Program, the OL Program and the OL Presenter Program Policies.

5.5.1.2 Mentor

Mentors shall be certified Presenter Trainers or Presenters who have sufficient training and experience to mentor new and existing Presenters in the effective delivery of the OL program. Mentors shall meet suitability criteria that relate to the OL Program commitment and the needs of Presenters. Mentors must be committed to consistency.

The Mentor shall be responsible for:

- ♦ Acting as a role model;
- ♦ Providing guidance relating to the OL Program and the OL Presenter Program Policy;
- ♦ Providing on-going support to help Mentees develop confidence, resources, and skills to effectively deliver the OL Program;
- ♦ Assisting the Mentee in identifying appropriate venues to deliver the OL message in their community;
- ♦ Assisting the Mentee in defining next steps for achieving personal goals; and
- ♦ Encouraging further involvement and advancement within the OL Presenter Program.

5 - MENTORING

5.5.2 Matching Strategy and Mentoring Period

5.5.2.1 Matching Strategy

The need for a Mentor/Mentee relationship may arise as a result of:

- ♦ Self-identification (where the Mentee recognizes the benefits of participating in a mentoring relationship);
- ♦ Recommendation of an OL Presenter Trainer or the Program Coordinator; or
- ♦ Identified concerns or issues relating to the level of confidence or skill(s) of a new or existing Mentee.

Matches shall be mutually agreed upon by the Mentor and Mentee and approved by the Program Coordinator.

Whenever possible, Presenters should be matched with Mentors from within their own organization or their sponsoring member agency.

5.5.2.2 Mentoring Period

The length of a specific Mentor/Mentee relationship is dependent upon a number of factors, but most importantly the needs of the new or existing Presenter. In the case of a new Presenter, mentoring should be on-going from the time they are trained until after they have delivered their first presentation. This will allow the Mentor sufficient time to help the new Presenter identify a first presentation opportunity and for the new Presenter to benefit from the Mentor's experience in identifying, setting up, and delivering an OL presentation. In addition, it will allow the new Presenter an opportunity to receive feedback and coaching on presentation skills and content delivery.

In the case of an existing Presenter, mentoring can be initiated at any time and last until they become more confident in their presentation ability and knowledge of the OL program.

The duration of the mentoring period should be mutually agreed upon by the Mentor and Mentee but should not last indefinitely, and should be reviewed at the end of the mentoring period to determine the need for continuation.

5.5.2.3 Trial Period

A trial period may be established to help determine the suitability of a specific Mentor/Mentee match.

5.5.3 Monitoring and Evaluation

5.5.3.1 Monitoring

The Program Coordinator shall ensure that a monitoring process is in place that includes:

- ♦ Consistent scheduled meetings, conference calls, or other communications with Mentors and Mentees;
- ♦ A tracking system for ongoing assessment of the program and mentoring efforts;
- ♦ Input from community stakeholders and audience groups; and
- ♦ A process for managing grievances, complaints, praise, re-matching, interpersonal problem-solving and mentoring relationship closure.

5.5.3.2 Evaluation

The Program Coordinator shall evaluate annually the Presenter Mentoring Program to determine:

- ♦ The impact of the Mentor/Mentee program on meeting its stated purpose; and
- ♦ The effectiveness of the mentoring program process.

6 - DEFINITIONS

Associate	An OL certified volunteer who does not give public presentations however will assist Presenters at special events, host display booths and other OL related activities. An Associate will fully understand and agree to abide by all general policies and procedures of OL as stated in the Volunteer Application.
Designated Presenter	A certified Presenter identified by OL as having the experience and qualities to perform selected tasks.
Highway/Railway Crossing	The general area where a highway and a railway cross at the same level, within which are located the railway, roadway and roadside facilities for traffic traversing that area (Also known as a “Highway-Railway Intersection” and “Railway Crossing”).
Industry Trainer	An individual who is a trainer or instructor, by profession, and who delivers at least one component of the OL professional driver information packages to drivers within their industry.
Master Trainer	The Master Trainer is responsible to train Presenter-Trainers and/or Presenters.
Member Agencies	Any agency approved by Operation Lifesaver to deliver and monitor Operation Lifesaver Programs.
Mentor	A senior or experienced person in a company or organization who gives guidance and training to a less experienced colleague(s).

OL Representative	An individual, identified by Operation Lifesaver, who is able to speak or act on behalf of the Operation Lifesaver program.
Presenter	An OL certified volunteer trained to deliver the OL program to the general public.
Presenter Trainer	The Presenter-Trainer is responsible for the training of Presenters/Associates.
Sponsoring Member Agency	A member agency that trains, supports and assists volunteers within and outside their agency to deliver the OL message.
Trespassing	<p>A contravention of the Railway Safety Act (RSA) which prohibits any person to enter land on which a railway line is situated, without a lawful excuse.</p> <p>The enforcement of this section of the RSA is generally carried out by law enforcement agencies under the Contraventions Act through agreement with the respective province. Some provinces have legislation governing trespassing on private property. Provincial laws and regulations may vary in each Province.</p>
Volunteer	A person over the age of 16 who wishes to help with the delivery of the Operation Lifesaver program.

7 - R O L E S

OL	To manage the program, set policy and to provide support to its volunteers, partners and stakeholders.
Sponsoring Member Agencies	To coordinate the OL program within their organizations, manage and support sponsored volunteers.
Master Trainers	To train and mentor Presenter-Trainers in the delivery of OL presentations.
Presenter-Trainers	To train and mentor Presenters, Associates and Industry Trainers in the OL program.
Presenters	To deliver the OL program and, if possible, provide assistance to other OL volunteers.

Associates To support Presenters and help build public awareness by distributing OL materials within their communities.

Industry Trainers To deliver the professional driver information program and submit the necessary reporting forms as required.

Provincial OL Committee To support OL by coordinating OL program delivery within their province in partnership with sponsoring member agencies, partners, stakeholders and volunteers.

Appendix 1 APPLICATION FORM



Operation Lifesaver - Application Form

Operation Lifesaver
99 Bank Street, Suite 1401
Ottawa, ON K1P 6B9

Telephone (613) 564-8100
Facsimile (613) 567-6726
E-mail: admin@operationlifesaver.ca

I authorize Operation Lifesaver to use this information for program purposes

APPLICANT IDENTIFICATION

(Please Print)

Last Name	<input type="text"/>	First & Other Given Names	<input type="text"/>
Date of Birth (YYYY-MM-DD)	<input type="text"/>	Maiden Name	<input type="text"/>
Place of Birth	<input type="text"/>	Telephone (Residence)	(<input type="text"/>) <input type="text"/>
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Telephone (Business)	(<input type="text"/>) <input type="text"/>
Languages Spoken	English <input type="checkbox"/> French <input type="checkbox"/>	Facsimile	(<input type="text"/>) <input type="text"/>
		Email	<input type="text"/>
		Other Languages	<input type="text"/>

CURRENT & PREVIOUS ADDRESSES

(For Last Five Years)

Number	Street	Apt./Unit	Municipality	Prov.	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EMPLOYMENT INFORMATION

(If Applicable)

Organization	<input type="text"/>	Your Job Title	<input type="text"/>		
Immediate Supervisor	<input type="text"/>	Telephone	(<input type="text"/>) <input type="text"/>		
Number	Street	Apt./Unit	Municipality	Prov.	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXPERIENCE

(In Other Organizations)

Organization	<input type="text"/>	Your Job Title	<input type="text"/>		
Reporting To	<input type="text"/>	Telephone	(<input type="text"/>) <input type="text"/>		
Number	Street	Apt./Unit	Municipality	Prov.	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/>	Your Job Title	<input type="text"/>		
Reporting To	<input type="text"/>	Telephone	(<input type="text"/>) <input type="text"/>		
Number	Street	Apt./Unit	Municipality	Prov.	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

REFERENCES

Name	<input type="text"/>	Years Known	<input type="text"/>		
Relationship	<input type="text"/>	Telephone	(<input type="text"/>) <input type="text"/>		
Number	Street	Apt./Unit	Municipality	Prov.	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	Years Known	<input type="text"/>		
Relationship	<input type="text"/>	Telephone	(<input type="text"/>) <input type="text"/>		
Number	Street	Apt./Unit	Municipality	Prov.	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Operation Lifesaver - Application Form (Continued)

Operation Lifesaver
99 Bank Street, Suite 1401
Ottawa, ON K1P 6B9

Telephone (613)564-8100
Facsimile (613)567-6726
admin@operationlifesaver.ca

BECOMING AN OL VOLUNTEER

Please state in your own words your reason for wanting to become an Operation Lifesaver Volunteer.

WAIVER & RELEASE

The applicant hereby certifies that the information provided in this application is complete and accurate. The applicant further authorizes Operation Lifesaver and its sponsoring member agencies to contact their employer and/or references to determine the applicant's suitability as a volunteer member of Operation Lifesaver. The applicant further agrees to submit to a police records check as required by the Operation Lifesaver Volunteer Selection Guideline.

Signed this Day of Year

Signature of Applicant

Name of Operation Lifesaver Sponsoring Member Agency

Name of Operation Lifesaver Sponsoring Member Agency Representative

Signature of Operation Lifesaver Sponsoring Member Agency Representative

OFFICIAL USE ONLY

SPONSORING MEMBER AGENCY:

Appendix II

INTERVIEW GUIDELINES

- ▶ When contacting the reference, use proper titles such as Mr., Mrs., or Ms., unless you know them personally.
- ▶ Do not write anything down that you would not want to share publicly.
- ▶ Introduce yourself and tell them why you are calling.

Example: Script introduction as in...

"Hello, I'm Mr. Green from Acme Rail Industries and I am calling on behalf of Operation Lifesaver. Mr Smith has applied to become a volunteer presenter and has given your name as a reference. Could you please spare a few minutes to discuss his application?"

- ▶ Let them know approximately how long the discussion will take.
- ▶ Ask them how long and in what capacity they have known the applicant.
- ▶ Ask them what their current relationship is with the applicant.
- ▶ Describe what the applicant will be doing with Operation Lifesaver.

- ▶ Ask if the applicant has demonstrated any characteristics that would cause a problem if they were to be accepted in the program.

Ask if the applicant is:

- ◆ Dependable
 - ◆ Trustworthy
 - ◆ Good leader
 - ◆ Good role model
 - ◆ Stable
 - ◆ Tolerant of differences
 - ◆ Patient
 - ◆ Able to handle stressful situations.
- ▶ Ask if the reference would recommend the applicant to Operation Lifesaver.
 - ▶ Remember to thank the reference for their time and help.

Appendix III STATUS FORMS



Operation Lifesaver - Presenter Form

Operation Lifesaver
99 Bank Street, Suite 1401
Ottawa, ON K1P 6B9

Telephone (613) 564-8100
Facsimile (613) 567-6726
E-mail: admin@operationlifesaver.ca

Please submit a separate Form for each change in Presenter Category

PRESENTER IDENTIFICATION

OL ID Number Last Name First Name
(& Middle Initials)

PRESENTER INFORMATION

Salutation (Required For Mailings) Mr. Mrs. Ms. Dr.
Presenter Category Associate Presenter Presenter-Trainer Master-Trainer
Languages Spoken English French Other Languages
 Sponsoring Member Agency
 Trained by Date Trained
 (can be more than one Trainer)

CONTACT INFORMATION

Is Address Below Residence? Business?
 Address Line 1 Telephone
 Address Line 2 Facsimile
 Municipality Email
 Province Postal Code

Please Indicate Mailing Address If Different From Above

Address Line 1
 Address Line 2
 Municipality
 Province Postal Code

EMPLOYMENT INFORMATION

Employer/Organization Job Title

REMARKS

Certified By **Date Certified**

SIGNATURE



Operation Lifesaver - Status Update Form

Operation Lifesaver
99 Bank Street, Suite 1401
Ottawa, ON K1P 6B9

Telephone (613) 564-8100
Facsimile (613) 567-6726
admin@operationlifesaver.ca

PRESENTER STATUS - UPDATE

If you are a Presenter, do you wish to retain this status?

Yes

If YES, what is the date of your last Presentation?

No

If NO, would you like to become an Associate Member? *

Yes

No

PRESENTER IDENTIFICATION

Last Name

First & Other Given Names

Maiden Name

Date of Birth (YYYY-MM-DD)

Place of Birth

Gender

Male

Female

PRESENTER INFORMATION

Salutation (Required for Mailings) Mr.

Mrs.

Ms.

Dr.

Presenter Category

Associate

Presenter

Presenter-Trainer

Master-Trainer

Languages Spoken

English

French

Other Languages

Sponsoring Member Agency

CONTACT INFORMATION

Is Address Below

Residence?

Business?

Address Line 1

Telephone (Residence)

Address Line 2

Telephone (Business)

Municipality

Facsimile

Province

Postal Code

Email

If you do not presently have access to Email, do you plan to obtain this in the future?

Yes

No

Please Indicate Mailing Address If Different From Above

Address Line 1

Address Line 2

Municipality

Province

Postal Code

EMPLOYMENT INFORMATION

Employer/Organization

Job Title

Address Line 1

Immediate Supervisor

Address Line 2

Telephone

Municipality

Province

Postal Code

SIGNATURE OF PRESENTER

Date

* An Associate must successfully complete a Presenter Training Session to ensure they have a basic knowledge about Operation Lifesaver. Associates do not make Presentations but will participate in Operation Lifesaver events in a support function.

Appendix IV REPORTING FORM



Operation Lifesaver - Presentation Form

Operation Lifesaver
99 Bank Street, Suite 1401
Ottawa, ON K1P 6B9

Telephone (613) 564-8100
Facsimile (613) 567-6726
admin@operationlifesaver.ca

Each Presenter must submit a separate Form for each Presentation given

EVENT Date

PRESENTER IDENTIFICATION

OL ID No. Last Name First Name

EVENT LOCATION INFORMATION

Organization Telephone ()
 Address Line 1 Extension
 Address Line 2
 Municipality Closest Major City
 Province Postal Code

PRESENTATION INFORMATION

Program Type *
 If OLP9, Specify
 Language Children Adults Total
 If Presentation was COMBINED - List Other Presenters

 List all Associates at Presentation

REMARKS

If this presentation was given to a school, please provide us with additional observations:

Location of school from nearest railway track kms
 Is the school adjacent to railway tracks Yes No
 Did you observe any problems with safety issues (if so please provide comments in remarks box) Yes No
 Please identify railway(s) that operate on these tracks

SIGNATURE OF PRESENTER Date

* PROGRAM TYPES

OLP1 School (Kg-Grade 3)
 OLP1 Other (Kg-Grade 3)
 OLP2 School (Grade 4-6)
 OLP2 Other (Grade 4-6)
 OLP3 School (Pre-teen)
 OLP3 Other (Pre-teen)

OLP4 School (Teenager)
 OLP4 Other (Teenager)
 OLP5 (General - Adult)
 OLP5AT (ATV)
 OLP5SN (Snowmobile)
 OLP5DE (Driver Education)

OLP6 (School Bus Drivers)
 OLP7 (Professional Drivers)
 OLP8 (General - Government/Other Agency)
 OLP8P (Police)
 OLP9 (Other)



Operation Lifesaver - OL Activity Form

Operation Lifesaver
99 Bank Street, Suite 1401
Ottawa, ON K1P 6B9

Telephone (613)564-8100
Facsimile (613)567-6726
admin@operationlifesaver.ca

Only one OL Volunteer (eg. the lead coordinator) from each Sponsoring Member Agency involved must submit a Form

EVENT Date (Start Date) Duration (in days)

PRESENTER IDENTIFICATION

OL ID No. Last Name First Name

EVENT LOCATION INFORMATION

Organization Telephone
Address Line 1 Extension
Address Line 2
Municipality Closest Major City
Province Postal Code

OL ACTIVITY INFORMATION

OL Activity Type *
If OLA8, Specify
Language Estimate of Total People Exposed to the OL Activity

List all OL Volunteers present from your Sponsoring Member Agency
(indicate their role in brackets)

REMARKS

--

SIGNATURE OF OL VOLUNTEER

Date

* OL ACTIVITY TYPES

OLA1 Media Event - Radio
OLA2 Media Event - Television
OLA3 Mall Display

OLA4 Safety Blitz
OLA5 Simulation
OLA6 Officer-on-the-Train

OLA7 Rail Safety Days
OLA8 Other

Appendix IV REPORTING FORM - FOR INDUSTRY PRESENTERS ONLY



Operation Lifesaver - Delivery Report Form

Operation Lifesaver
99 Bank Street, Suite 1401
Ottawa, Ontario K1P 6B9

Tel: (613) 564-8100
Fax: (613) 567-6726
E-mail: admin@operationlifesaver.ca

Each Trainer must submit a separate Form for each Presentation given

(Please Print Clearly)

EVENT Date Date Report Submitted

TRAINER IDENTIFICATION

Last Name First Name
 Organization Telephone ()
 City Province
 E-Mail Address

PRESENTATION INFORMATION

Program Name Professional Truck Drivers Other
 Newly Licensed Drivers
 School Bus Drivers
 Emergency Responders
 Organization Contact Name
 Address Telephone
 City Province
 Language Length of Session # Participants

EVALUATION (Check Applicable Spaces)

Was the guide easy to follow? Yes No N/A
 Will you use this again? Yes No
 Was the material suitable for this audience? Yes No
 Was the entire program material used? Guide Video Quiz All

COMMENTS (How can we improve?)

SIGNATURE OF TRAINER

Date



Operation Lifesaver

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