

Rental Boat Safety Checklist Standard

On December 12, 2003, the Government issued an Order in Council that consolidated all policy related to marine safety under the Minister of Transport (the Minister). As a result, all legislative and regulatory responsibilities under the Act, which were administered before that date by the Department of Fisheries and Oceans, were transferred to the Department of Transport (the Department). These transfers included regulatory responsibility for the Operator Competency Program.

In this standard, the expressions “CCG-accredited course”, “CCG-accredited test”, and “Canadian Coast Guard” are replaced by “TC-accredited course”, “TC accredited test”, and “Department of Transport”.

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1. Rental Boat Safety Check List Standard

1.1 Purpose of the Standard

The purpose of this standard is to establish a common level of understanding of safe boating knowledge that operators of rented pleasure craft fitted with a motor in Canada should possess.

The standard is directed towards members of the rental boat/outfitter industry for the purpose of designing and developing a Rental Boat Safety Check List for their customers. The Check List will enable the industry to offer their customers a means to demonstrate proof of competency in accordance with the *Competency of Operators of Pleasure Craft Regulations*.

1.2 Rationale for the Standard

The general public and pleasure boaters have expressed concern that currently anyone of any age can operate pleasure craft without having any prior knowledge of or experience in their operation. During national consultations, the rental boat/outfitter industry had requested that the Department allow their customers an alternate means of demonstrating proof of competency. This request has led to the development of the Rental Boat Safety Check List Standard.

1.3 Objectives of the Standard

The Standard is intended to improve the knowledge of operators of rented pleasure craft fitted with a motor.

The Standard is designed:

- to promote the safe use of Canadian waterways,
- to promote a concern and a desire to learn about boating safety,
- to provide an alternate means of demonstrating proof of competency in accordance with the *Competency of Operators of Pleasure Craft Regulations*,
- to include elements of boating safety knowledge also contained in the Transport Canada Boating Safety Course Standard.

The Standard lists the elements of boating safety knowledge recommended by Transport Canada as a minimum for any Rental Boat Safety Check List designed or developed by rental businesses/outfitters for Rental Pleasure Craft fitted with a motor.

1.4 Acknowledgment

The knowledge content of the Rental Boat Safety Check List is the result of consultations with, and reflects the compilation of inputs from, the rental boat/outfitter industry. Skills and attitudes which are necessary for the safe operation of a pleasure craft are not all directly addressed by the Rental Boat Safety Check List Standard. Therefore, Transport Canada recommends that operators of pleasure craft pursue further training including for instance “Accredited boating safety courses”, “on the water practical training”, “navigation and pilotage skills”, “specific craft training”, “first aid training”, “swimming”, and other boating education courses.

1.5 Proof of Competency

The Rental Boat Safety Check List represents 1 of 3 methods of proving competency in accordance with the *Competency of Operators of Pleasure Craft Regulations*.

How to Demonstrate Proof of Competency

1. Pleasure Craft Operator Card

- Available from private sector pleasure craft training organizations delivering a boating safety course accredited by Transport Canada.

2. Proof of Prior Training

- Carrying on board written proof of having successfully taken a boating safety course prior to April 1, 1999 can be used to demonstrate proof of competency.

3. Rental Boat Safety Check List

- Those without previous proof of competency that rent a pleasure craft fitted with a motor will be required to complete a rental boat safety check list, and carry on board the co-signed section of the Check List as proof of competency for the duration of the rental.

Non-Residents of Canada

Non-residents may demonstrate proof of competency by providing proof of competency from their own country or by completing a Rental Boat Safety Check List

1.6 Duties of rental boat/outfitter representatives

The rental boat/outfitter representative shall:

- Design and develop a Rental Boat Safety Check List that incorporates all the tasks and knowledge statements listed in this Standard.
- **Appendix A** of this Standard contains an **example of a Rental Boat Safety Check List** that incorporates **all** the tasks and knowledge statements listed in this Standard.
- Include a co-signed section on the Rental Boat Safety Check List with the following information:

⇒ **Boat/Motor Type and Description:**

⇒ **Duration and time of Rental:**

⇒ **Maximum Number of Persons Permitted in Boat:**

⇒ **Customer Name (print)**

⇒ **Customer Signature, initials and date:**

⇒ **Rental Boat/Outfitter Representative's Signature, initials and date:**

- Use the Rental Boat Safety Check List to brief the person renting the pleasure craft fitted with a motor;
- Address all the elements listed on the Rental Boat Safety Check List;
- Satisfy themselves that the person renting the pleasure craft fitted with a motor understands the knowledge and skills transmitted;
- Complete, date and sign the Rental Boat Safety Check List; and
- Give a copy of the co-signed section of the Rental Boat Safety Check List to the person renting the pleasure craft fitted with a motor.

1.7 Duties of the person renting a pleasure craft fitted with a motor

The person without proof of competency renting a pleasure craft fitted with a motor shall:

- Complete the Rental Boat Safety Check List with the rental boat/outfitter representative;
- Understand the knowledge and skills given by the rental boat/outfitter representative;
- Sign the Rental Boat Safety Check List; and
- Carry onboard the co-signed section of the Rental Boat Safety Check List as proof of competency for the duration of the rental.

1.8 Mandatory Requirement for Rental Boat Safety Check List to be Phased-In Over a 10 Year Period.

- ⇒ As of September 15, 1999, youth, born after April 1, 1983, without proof of competency will be required to complete a Rental Boat Safety Check List prior to renting any pleasure craft fitted with a motor.
- ⇒ As of September 15, 2002, anyone without proof of competency renting a pleasure craft fitted with a motor less than 4 metres will need to complete a Rental Boat Safety Check List.

⇒ As of September 15, 2009, anyone without proof of competency renting any pleasure craft fitted with a motor will need to complete a Rental Boat Safety Check List.

1.9 Age Restrictions for Operators of Pleasure Craft fitted with a Motor and Personal Water Craft (as of April 1, 1999)

⇒ *If under 12 years of age and not accompanied and directly supervised in the pleasure craft by a person who is 16 years of age or older: not allowed to operate a pleasure craft fitted with a motor more powerful than 7.5 kW (10 hp)*

⇒ *If at least 12 years of age but not yet 16 and not accompanied and directly supervised in the pleasure craft by a person who is 16 years of age or older: not allowed to operate a pleasure craft fitted with a motor more powerful than 30 kW (40 hp)*

⇒ *If under the age of 16 - not allowed to operate a personal watercraft.*

1.10 Task Listings

The task listings included in this standard are comprised of 3 functions of an operator of a rented pleasure craft fitted with a motor, in accordance with the *Competency of Operators of Pleasure Craft Regulations*:

1. Comply with principal boating safety rules;
2. Operate the rented pleasure craft;
3. Consider local hazards and conditions.

Furthermore, the functions are defined with a total of 6 tasks and includes 27 knowledge statements and skills.

Function 1 Comply with principal boating safety rules

Task 1: Be aware of the obligations to comply with acts, regulations and code

- 1.1 Know that the operator of a rented pleasure craft fitted with a motor may be subject to ticketing and a fine if he/she operates the craft:
 1. without the appropriate number and sizes of approved personal flotation devices or lifejackets;
 2. without proof of competency or proof of age; and
 3. without the required safety equipment.
- 1.2 Know that the operator of a rented pleasure craft fitted with a motor cannot operate a craft while impaired and under the influence of alcohol, narcotics, or barbiturates.
- 1.3 Know that the operator of a rented pleasure craft fitted with a motor shall only allow persons who:
 1. have completed and signed a *Rental Boat Safety Check List*, valid for the duration of the rental, or
 2. have other proof of competency,
- 1.4 Know that the operator of a rented pleasure craft fitted with a motor has an obligation to stop, offer assistance and give his/her identity when involved in an accident.
- 1.5 Know that the operator of a rented pleasure craft fitted with a motor shall be aware of local regulations regarding:
 1. Areas of prohibited vessels;
 2. Areas of speed limits;
 3. Areas of maximum engine power limits; or
 4. Other boating restrictions.
- 1.6 Know that the operator of a rented pleasure craft fitted with a motor must carry the appropriate number and sizes of approved personal flotation devices or lifejackets in the boat for the number of persons on board.
- 1.7 Know that the operator of a rented pleasure craft fitted with a motor shall take early and substantial action to keep well clear of non-powered craft.

Task 2: Use the required safety equipment

- 2.1 Know that the operator of a rented pleasure craft fitted with a motor should always wear approved personal flotation devices or life jackets to prevent drowning.
- 2.2 Be able to locate and use the safety equipment required under the *Small Vessel Regulations* on the rented pleasure craft.

Function 2: Operate the rented pleasure craft fitted with a motor

Task 3: Operate the rented pleasure craft fitted with a motor

- 3.1 Be able to start and shut off the engine of a rented pleasure craft fitted with a motor.
- 3.2 Know that the operator of a rented pleasure craft fitted with a motor shall not start or run the engine of the craft when persons are in the water within the vicinity of the craft.
- 3.3 Be able to locate and operate the throttle and gear-shift lever on a rented pleasure craft fitted with a motor.
- 3.4 Be able to locate and operate the ignition cut-off (kill) switch on a rented pleasure craft fitted with a motor.
- 3.5 Know that the operator of a rented personal water craft shall stay at all times tethered to the ignition cut-off (kill) switch.
- 3.6 Be able to operate the pleasure craft fitted with a motor to depart and approach the dock:
 - 1. without damaging the craft;
 - 2. without damaging the dock;
 - 3. without causing injuries to persons onboard; and
 - 4. without causing injuries to persons ashore.

Task 4: Act responsibly in the operation of a rented pleasure craft

- 4.1 Know that the operator of a rented pleasure craft fitted with a motor shall maintain a proper lookout at all times by sight and hearing:
1. To evaluate the risk of collision with other vessels in the area;
 2. To detect navigational hazards; and
 3. To monitor changes in weather conditions.
- 4.2 Know that changes in weather can occur quickly and create conditions dangerous to the operation of a rented pleasure craft fitted with a motor.
- 4.3 Know that the operator of a rented pleasure craft fitted with a motor shall not overload the craft in excess of the recommended gross load capacity or the equivalent number of adult persons as indicated on a plate attached to the craft.
- 4.4 Know that the operator of a rented pleasure craft fitted with a motor should position the persons onboard and the gear so as to evenly distribute the weight.
- 4.5 Know that the operator of a rented pleasure craft fitted with a motor should keep the load as low as possible onboard the craft.
- 4.6 Know that the operator of a rented pleasure craft fitted with a motor should inform the persons onboard on:
1. The importance of keeping oneself low, on the centre line, and holding on to a rigid part of the craft while moving around onboard; and
 2. The importance of keeping one's hands, arms and legs inside the craft when approaching or leaving a dock.
- 4.7 Know that the operator of a rented pleasure craft fitted with a motor shall at all times proceed with caution at a speed such that the wake and wash will not adversely affect:
1. Other vessels such as docked vessels, rowboats, canoes or kayaks;
 2. Adjust the speed of the craft so that the wake and wash avoids injuring persons, erosion of the shoreline or damage to property; and
 3. Other users of waterways such as swimmers, bathing beaches, divers or areas of anchorage.
- 4.8 Know that the operator of a rented pleasure craft fitted with a motor is responsible for his/her actions and shall:
1. Stay well clear of swimmers and properties;
 2. Use courtesy and common sense so as not to create a hazard, a threat, a stress or an irritant to themselves, to others, to the environment, or to wildlife.

Task 5: Respond to emergencies

- 5.1 Know the following actions to take in response to a rented pleasure craft fitted with a motor that capsizes or grounds:
 - 1. Don personal flotation devices or lifejackets;
 - 2. Stay with the craft when appropriate;
 - 3. Account for persons onboard;
 - 4. Use or exhibit signals to indicate distress and need of assistance if necessary.
- 5.2 Know that the operator of a rented pleasure craft fitted with a motor, to retrieve persons in the water, should use:
 - 1. Buoyant heaving lines;
 - 2. Lifebuoys; and
 - 3. Re-boarding devices.

Function 3: Consider local hazards and conditions

Task 6: Consider local hazards

- 6.1 Know that the following local water hazards may impede the operation of a rented pleasure craft fitted with a motor which could increase the risk of causing injuries or loss of life to persons onboard:
1. Low-head dams;
 2. Rapids;
 3. Sudden winds;
 4. Tides;
 5. Current;
 6. White water;
 7. Overhead cables;
 8. Underwater cables;
 9. Bridges;
 10. Rapids build up of high wave conditions; or
 11. Other local navigational obstructions.
- 6.2 Know the meaning of the aids to navigation in the area of operation of the rented pleasure craft fitted with a motor such as buoys, beacons, ranges, posted command signs, and warning signs.

Appendix A

Sample - Rental Boat Safety Checklist

Individuals renting a pleasure craft fitted with a motor will be required to complete a Rental Boat Safety Check List.

Unless:

- 1. They have a Canadian Pleasure Craft Operator Card, or**
 - 2. They have written proof of having successfully completed a boating safety course prior to April 1, 1999, or nautical certification, or in the case of non-residents proof of competency from their own country.**
- ⇒ **Those required to complete a rental boat safety check list, must carry on board the co-signed (customer and rentor) section of the Rental Boat Safety Check List as proof of competency for the duration of the rental.**
- ☐ **PLEASE INITIAL EACH BOX ON THE FORM AS THE SUBJECT IS COVERED BY THE RENTAL OPERATOR / OUTFITTER.**

BOATING SAFETY RULES

- ☐ 1. I, the pleasure craft operator, confirm that there are the appropriate number and sizes of approved Personal Floatation Devices or Life Jackets in the boat for the number of people on board. They must fit and should be worn. I am aware that persons operating a pleasure craft without the appropriate number and sizes of approved Personal Floatation Devices or Life Jackets, may be subject to ticketing and a fine.
- ☐ 2. I, the pleasure craft operator, am aware that it is illegal to operate a pleasure craft, or to permit others to do so, when under the influence of alcohol, narcotics, or barbiturates.
- ☐ 3. I, the pleasure craft operator, will only allow people who have completed and signed a *Rental Boat Safety Check List*, valid for the duration of this rental or have other proof of competency, to operate this pleasure craft. I am aware that persons operating a pleasure craft without proof of competency/age, may be subject to ticketing and a fine.
- ☐ 4. I, the pleasure craft operator, have been shown how to use, and know the location of safety equipment required under the Small Vessel Regulations. I am aware that persons operating a pleasure craft without the required safety equipment, may be subject to ticketing and a fine.
- ☐ 5. I, the pleasure craft operator, understand that pleasure craft fitted with motors must keep clear of non-powered pleasure craft. I also understand that I am responsible for my own wake and wash and the effects that it can have on other pleasure craft, property, wildlife and the environment.
- ☐ 6. I, the pleasure craft operator, when involved in an accident must stop, offer assistance and give my identity.

OPERATION OF THE BOAT

- ☐ 7. I, the pleasure craft operator, am aware of how to responsibly operate a pleasure craft and to share waterways in a courteous and respectful manner with others involved in all water-related activities.
- ☐ 8. I, the pleasure craft operator, confirm that the maximum load capacity and number of persons in the pleasure craft will not exceed the amount stated on the capacity plate. If a capacity plate is not fitted, the load capacity and number of persons in the pleasure craft shall not exceed the manufacturer's recommendation. I am aware of the proper way to distribute weight in the pleasure craft for a safe and comfortable ride and I will keep my passengers in the safest positions at all times - always seated while underway.
- ☐ 9. I, the pleasure craft operator, have been shown the proper procedure for starting and shutting off the engine and will make sure no person is in the water within the vicinity of the pleasure craft before starting and while running the motor.
- ☐ 10. I, the pleasure craft operator, have been shown and understand the operation of the throttle and gear-shift lever.

- ☐ 11. I, the pleasure craft operator, know where and how to operate the ignition cut-off (kill) switch. While operating a Personal Water Craft, I will stay tethered to it at all times.
- ☐ 12. I, the pleasure craft operator, am aware of how to depart and approach the dock in a safe and proper manner.
- ☐ 13. I, the pleasure craft operator, am aware of how to respond to grounding, capsizing, and re-boarding.

LOCAL HAZARDS AND CONDITIONS

- ☐ 14. I, the pleasure craft operator, am aware of the local navigational aids and their meaning, as well as local hazards and local regulations.
- ☐ 15. I, the pleasure craft operator, shall maintain a proper lookout at all times for other boats, navigational hazards and changes in weather conditions – changes in weather can occur quickly creating conditions dangerous to recreational boats.

Boat/Motor Type and Description: _____

Duration of Rental: _____

Maximum Number Persons Permitted in Boat: _____

Customer Name (print): _____

Customer Signature: _____ **Init.:** _____ **Date:** _____

Representative of Rental Agency's Signature: _____ **Init.:** _____ **Date:** _____