

Pennsylvania Junior Emergency Service Compliance Manual

**2000
Revised 4-01-07**



A Guide for Junior Emergency Service Providers

Acknowledgement & Disclaimer

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DISCLAIMER

(Please read carefully)

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Junior Emergency Service Compliance Manual – 2007 Version

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I. Purpose of the Junior Emergency Service Compliance Manual

The purpose of this compliance manual is to:

- ⇒ Establish a common standard for Junior Emergency Service Providers across the Commonwealth.
- ⇒ Clarify and explain current laws affecting emergency service providers, 14 to 17 years old, and their sponsoring organizations.
- ⇒ Provide emergency service organizations with a guide to developing and implementing a Junior Emergency Service Program.
- ⇒ Create a mechanism to recruit youth 14 to 17 years old into the emergency services.
- ⇒ Provide for the education and training of youth to become active responders and responsible members and leaders of the Commonwealth's emergency services.
- ⇒ Serve as a reference for assistance in operating a Junior Emergency Service Provider program.

II. Overview of the Current Pennsylvania Child Labor Law – General Requirements

A. Minimum Age

1. Must be at least 14 years of age.

B. Employment Certificates

1. Any one under the age of 18 must have a general or vacation employment certificate (working paper), which are issued by school district officials.
2. 16 – 17 year olds may be issued a transferable work permit.

C. Hours of Employment

1. Ages 14 & 15

a. During School Term

- 1) 4 hours on school days
- 2) 8 hours any other day
- 3) Maximum 18 hours, Monday – Friday, per school week plus 8 additional hours on Saturday and/or Sunday
- 4) Legal hours are between 7 AM and 7 PM. The work can not interfere with regular school attendance

Exception: With written parental consent, the 7 PM time is extended to 10 PM for training

b. Vacation Time

- 1) Maximum of 8 hours per day
- 2) Maximum of 44 hours per week
- 3) Legal hours are from 7 AM to 7 PM

c. Limitations

- 1) Maximum of 6 days per week
- 2) At least 30-minute meal breaks before start of 5th hour of work.

d. **Clarification** – Time spent at the fire station socializing (watching TV, attending meetings, etc) with other members are not counted as work hours.

2. Ages 16 & 17 – Fire and EMS

a. During School Term

- 1) Maximum of 8 hours per day
- 2) Maximum of 28 hours, Monday – Friday, plus 8 additional hours on Saturday and/or Sunday.
- 3) Legal hours are from 6 AM to 12 AM (midnight) and 1 AM Friday, Saturday and before any school holiday nights.

b. Vacation Time

- 1) Maximum of 8 hours per day
- 2) Maximum of 44 hours per week

c. Limitations

- 1) No night work limit during summer vacation
- 2) Maximum of 6 work days per week
- 3) At least 30-minute meal breaks before start of 5th hour of work

3. Juniors who are seventeen (17) years of age, who have graduated high school or have reached their academic potential, are recognized as 18 years of age under the Pennsylvania Child Labor Law. Academic potential is determined by the school district superintendent.

- a. Sixteen (16) year olds that have graduated or officially terminated school must comply with all provisions of the Child Labor Law except regarding time limits. They will be considered as if on summer vacations.

D. Prohibited Occupations – Overview

1. Under 18
 - a. Machinery – Cleaning or oiling of machinery in motion. Most firefighting and rescue power tools may be operated if in an approved vocational, technical, or industrial education curriculum.
 - b. Roofing – All occupations

E. Penalties

1. Violation in connection with the Pennsylvania Child Labor Law(s) as set forth by the Dept. of Labor & Industry is:
 - a. First Offense – Subject to a fine of not less than \$200, nor more than \$400.
 - b. Second and Subsequent Offenses – not less than \$750, nor more than \$1,500 or 10 days imprisonment.
2. Workers' Compensation to a minor who is injured during illegal employment shall be paid 50% additional compensation of which is to be paid by the employer.

NOTE: It is suggested that employers keep impeccable records where minors

F. Resources for Additional Information

1. Pennsylvania Department of Labor and Industry – Bureau of Labor Law Compliance (Child Labor Law)
2. Pennsylvania Fire and Emergency Services Institute
3. Pennsylvania Department of Education
4. Office of the State Fire Commissioner

III. ACTIVITIES: Fire Companies, Ambulance Corps, Rescue Squad, and Forest Fire Crew Members

Junior members of an emergency service organization are permitted to participate in all of the activities listed below. We have split them by age group for your convenience.

Minors 14 & 15 Years Old

A. Permitted Activities

1. Junior members of an emergency service organization may:
 - a. Participate in organized training activities, in which an adult member of the organization is present, observing the training activity, and supervising the junior member. Training activities involving entry into a hazardous atmosphere are **excluded** from the permitted activities.

Permitted training activities include but are not limited to:

- All aspects of fire suppression training except interior live fire extinguishment.
- Rescue training.
- Water supply training.
- Hazardous materials training except entry using Level A and B personnel protection equipment.
- Safety training.
- Wildland Firefighting and Wilderness Search and Rescue training.

- b. May provide first aid care to victims at the scene of an emergency and assist First Responders, EMTs, and paramedics as directed by the medical personnel. At a minimum, juniors must have completed training in Standard First Aid. Junior members are **NOT** permitted to enter hazardous atmospheres to provide medical care or assist at motor vehicle accidents. See “NOTE” on Page 5
- c. While operating at an emergency scene, juniors may participate in clean-up activities such as rolling hose, putting away portable tools, and removing debris under the following conditions:
 - 1) The junior member will be limited to operations outside of the fire building outside of the collapse zone.
 - 2) The junior member may only perform these activities after the incident has been determined to be under control by the Officer-in-Charge.
- d. Provide canteen (food services) during fire incident and emergency operations.
- e. Participate **in a support capacity** for searches, rescues, wild fires, hazardous materials incidents, and water supply operations.

B. Prohibited Activities by Law

The law specifically prohibits members under the age of 18 of an emergency service organization from participating in the following activities.

- Operating an aerial ladder/platform or hydraulic jack.
- Using rubber electric gloves, insulated wire cutters, life nets, or acetylene cutting torches.
- Operating the pumps of any fire vehicle at the scene of a fire.
- Driving a fire truck, ambulance, or any other official emergency vehicle on or off duty.
- Entering a burning structure.
- Operating high-pressure hose lines (water, air, or hydraulic), **except** during training.
- Ascending ladders, **except** during training.

The law also prohibits certain occupations for minors **under the age of 18**. These occupations may have tasks similar to those performed by emergency services personnel. The following occupations and tasks should be considered **prohibited** for junior members of emergency service organizations:

- ❖ Boats – pilot (operator) any boat or vessel. **Juniors are not permitted to operate any water rescue boat or vessel.**
- ❖ Crane Operator – cranes and hoists. **Juniors are not permitted to operate any aerial device mounted on a fire apparatus.**
- ❖ Elevators – operates or manages passenger or freight elevators. Hoisting and lifting equipment. **Juniors are not permitted to operate any aerial device.**
- ❖ Excavating – working within tunnels or shafts and trenches more than four feet (4') deep. **Juniors are not permitted to perform rescue operations in tunnels, shafts, or trenches.**
- ❖ Explosives – work where explosives are manufactured, handled, or stored. **Juniors are not allowed to participate in emergencies at firework plants, retailers, or in support of public safety for a public display.**
- ❖ Mines – dangerous occupations in and around mines. **Juniors are not permitted to perform emergency operations in or around mines, strip mines, or quarries.**
- ❖ Paint, Acid, and Poisons – work in any capacity in the manufacturing of paint, color or white lead, poisonous dyes, or compositions using dangerous lead or acids. **Juniors are not permitted to participate in the response to incidents involving paint products.**
- ❖ Radioactive Substances – in all occupations involving exposure to radioactive substances, or ionizing radiation. **Juniors are not permitted to participate in the response to incidents involving radioactive substances.**
- ❖ Roofing – all occupations. **Juniors are not permitted to perform rooftop ventilation or any other work on any roofs.**
- ❖ Wrecking and Demolition – all occupations. **Juniors are not permitted to operate acetylene torches, cutting or crushing equipment, or respond to structural collapse incidents.**

NOTE: Additionally, minors under the age of 16 are prohibited from working on sections of highways that are open to the public for vehicular traffic. Juniors (14 & 15 year olds) are not permitted to operate at automobile accidents that are located on or next to public roads.

C. All Other Activities

Junior members of an emergency service organization shall be permitted to participate in all other activities of their organization **unless** specifically prohibited by the PA Child Labor law (Act 1915, P.L. 286, No. 177)

D. Participation of Juniors in the Emergency Service Organization

- ❖ Junior members may participate in organized training activities, in which an adult member of the department is present and observing the training activities.
- ❖ Junior members may provide first aid care to accident victims **excluding** vehicle accidents, building collapse, underground or below grade rescue.
- ❖ While operating at an emergency scene, junior members may participate in clean-up activities (rolling hose, putting away portable tools, removing debris) under the following conditions:
 1. The junior member will be limited to operations outside of the fire building.
 2. The junior member may only perform activities after the incident has been determined to be under control by the officer-in-charge.
- ❖ Junior members may also provide canteen (food service) during emergency incident operations.

Minors 16 & 17 Years Old

A. Permitted Activities

1. Junior members of an emergency service organization **may**:
 - a. Participate in organized training activities, in which an adult member of the organization is present, observing the training activity, and supervising the junior member. Training activities involving entry into an Immediately Deadly to Life and Health (IDLH) atmosphere are **excluded** from the permitted activities.

Exception for training only – interior fire attack is permitted if it is part of a credit-earning course offered by a school district.

- b. Participate in “exterior” fire suppression activities under the following conditions:
 - 1) The junior member must have completed a course of training equal to the standards for basic firefighting established by the Department of Education. The minimum course of training includes the *Introduction to the Fire Service, Fire Ground Support, and Exterior Firefighter* courses.
 - 2) The member must be under the direct supervision and control of the fire chief or a trained experienced officer over 21 years of age. Direct supervision means that the officer must be within speaking and touching distance of the junior member.

Permitted activities include but are not limited to:

- Attacking the fire with hose lines as part of exterior operations.
- Setting ladders.
- Setting up Positive Pressure Ventilation as part of exterior operations.
- Exterior salvage operations.
- Establishing water supply.
- Assisting at vehicle extrication and other types of rescues, including the use of air bags.

- c. Participate as ambulance attendants in training activities under Section 7.3(g) of the Child Labor Law.
 - 1) 16 and 17 year old volunteer ambulance association members may participate in “on-the-job” training under the following conditions
 - a) Have successfully completed a course in Healthcare Provider CPR/AED.
 - b) Have successfully completed an advanced first-aid program or an emergency medical technician (EMT) program.
 - c) At all times are under the constant supervision of an adult ambulance company member.
- d. Provide emergency medical care to victims of emergencies under the following conditions with supervision by an authorized member over 18 years of age:
 - 1) The junior member **must** have completed training in CPR. This training should be the *Healthcare Provider CPR/AED* as a minimum.
 - 2) The junior member **must** have completed training in American Red Cross *Emergency Responder*, **or** Department of Health’s *First Responder*, or *Emergency Medical Technician*.

B. Prohibited Activities By Law

The law specifically prohibits members under the age of 18 of an emergency service organization from participating in the following activities.

- Operating an aerial ladder/platform or hydraulic jack.
- Using rubber electric gloves, insulated wire cutters, life nets, or acetylene cutting torches.
- Operating the pumps of any fire vehicle at the scene of a fire.
- Driving a fire truck, ambulance, or any other official emergency vehicle.
- Entering a burning structure.
- Operating high-pressure hose lines (water, air, or hydraulic), **except** during training. Ascending ladders, **except** during training.

The law also prohibits certain occupations for minors **under the age of 18**. These occupations may have tasks similar to those performed by emergency services personnel. The following occupations and tasks should be considered **prohibited** for junior members of emergency service organizations.

- ❖ **Boats** – pilot (operator) any boat or vessel. **Juniors are not permitted to operate any water rescue boat or vessel.**
- ❖ **Crane Operator** – cranes and hoists. **Juniors are not permitted to operate any aerial device mounted on a fire apparatus.**
- ❖ **Elevators** – operates or manages passenger or freight elevators. Hoisting and lifting equipment. **Juniors are not permitted to operate any aerial device.**
- ❖ **Excavating** – working within tunnels or shafts and trenches more than four feet (4') deep. **Juniors are not permitted to perform rescue operations in tunnels, shafts, or trenches.**
- ❖ **Explosives** – work where explosives are manufactured, handled, or stored. **Juniors are not allowed to participate in emergencies at firework plants, retailers, or in support of public safety for a public display.**
- ❖ **Mines** – dangerous occupations in and around mines. **Juniors are not permitted to perform emergency operations in or around mines, strip mines, or quarries.**
- ❖ **Paint, Acid, and Poisons** – work in any capacity in the manufacturing of paint, color or white lead, poisonous dyes, or compositions using dangerous lead or acids. **Juniors are not permitted to participate in the response to incidents involving paint products.**
- ❖ **Radioactive Substances** – in all occupations involving exposure to radioactive substances, or ionizing radiation. **Juniors are not permitted to participate in the response to incidents involving radioactive substances.**
- ❖ **Roofing** – all occupations. **Juniors are not permitted to perform rooftop ventilation or any other work on any roofs.**
- ❖ **Wrecking and Demolition** – all occupations. **Juniors are not permitted to operate acetylene torches, cutting or crushing equipment, or respond to structural collapse incidents.**

C. All Other Activities

All other activities by junior members of an emergency service organization shall be permissible **unless** specifically prohibited by the PA Child Labor law (Act 1915, P.L. 286, No. 177)

D. Participation of Juniors in the Emergency Service Organization

- ❖ Junior members may participate in organized training activities, in which an adult member of the department is present and observing the training activities.
- ❖ Junior members may provide first aid care to accident victims.

- ❖ While operating at an emergency scene, junior members may participate in clean-up activities (rolling hose, putting away portable tools, removing debris) under the following conditions:
 1. The junior member will be limited to operations outside of the fire building.
 2. The junior member may only perform activities after the incident has been determined to be under control by the officer-in-charge.
- ❖ Junior members may also provide canteen (food service) during emergency incident operations.

E. Exception for Employment Outside of “Hours of Employment”

Sixteen and seventeen year old junior members of an emergency service organization, who begin operations at an emergency incident during legal hours, are permitted to continue activities until excused by the fire chief or officer-in-charge. These juniors will not be considered in violation of the “hours of employment” section of the PA Child Labor Law (Act 1915, P.L. 286, No. 177).

Example: A fire starts at 11 PM on a Saturday night during the school year. The fire department responds. Junior members are present on the fire scene operating under the supervision of an officer. The fire is not extinguished until 2 AM. The juniors are NOT in violation of the “hours of employment” section of the Child Labor Law. However, when the officer-in-charge releases them, they must go home. They may not respond to another alarm until the morning “hours of employment” start.

F. Adoption & Promulgation of Rules & Regulations

No other rules or regulations of any State Agency concerning junior members of emergency service organizations shall be adopted or promulgated, except by amendment of the Child Labor Law (Act 1915, P.L. 286, No. 177)

IV. How to Comply with the Pennsylvania Child Labor Law & Protect Your Organization

The material contained in this section will provide an overview of the elements of a good Junior Emergency Service Program. The steps to setting up a Junior Program will be explained. It will discuss the need for and the duties of a Junior Emergency Member Coordinator or Advisor. How to get the local school district involved and why their support is needed will be discussed. Finally we will look at the responsibilities your organization needs to consider when implementing a Junior Program.

Before attempting to establish a Junior program, your organization needs to ask itself some very important questions:

1. Why do we want to have junior members in our organization?
2. What do we want these junior members to do as part of our organization?
3. How will our organization benefit from having junior members?
4. How will the junior members benefit from being part of our organization?
5. Do we have proper insurance coverage for junior members?
6. Does our organization have a person interested in advising or coordinating a Junior Program?
7. Will our Municipality support our Junior Program?

All of these questions should have some very definitive answers to them. They will be the foundation upon which you will build your Junior Program. If your organization cannot answer these questions in a positive manner, then a Junior Program should not be attempted.

A. Steps in Developing a Junior Emergency Service Program

- Step 1 – Determine whether your organization will accept the idea of a Junior Member program.
- Step 2 – Consult with, and involve, your local elected officials in the planning phase of your program.
- Step 3 – Determine the purpose, mission, goals, and objectives of your Junior Member Program. Be sure that your organization's membership understands these and will assist in accomplishing the goals and objectives.
- Step 4 – The organization selects a liaison and an advisor for the program. The liaison will be responsible for coordinating activities, concerns, and accomplishments with your organization. The Junior Program coordinator or advisor will be the person responsible for program development, program activities, and recruitment and retention of the Juniors.
- Step 5 – The organization in conjunction with the Junior Program advisor selects a committee to assist the advisor with program operation and activities.
- Step 6 – The Junior Program advisor and committee develops a program that includes activities that will accomplish the goals and objectives identified in Step 2 and enrich junior members in the organization. Program activities should include training with respect to duties the Juniors will be expected to perform. Other activities that should be part of a Junior Program include; fire prevention, organization service projects, community service, awards and recognition, public relations, and resource listings.
- Step 7 – Develop an organizational structure for your Junior program. It should include a simple constitution and a set of by-laws. This will allow for the efficient and effective operation of your Program. It will also give the Juniors a guide as to where they fit in and whom they are to report to.
- Step 8 – The advisor and committee presents their program to the local school district and seeks their support. It will be critical to include in your program how you will deal with the junior member's scholastic achievement or lack of. Success in school should be a prerequisite for being able to stay in the Junior Program.
- Step 9 – The Program Committee develops a marketing strategy and recruits interested youth. This may be accomplished through presentations and displays at local schools, churches, other

youth organizations, and neighborhood groups. Utilize the local media to get information about your Junior Member Program out to the youth in your community.

B. Junior Emergency Member Program Advisor/Coordinator

The careful selection of this person is important. This person needs to be someone who has an interest in helping youth to grow in your community. They should have a good rapport with youth and be able to maintain control and discipline. The Coordinator/Advisor also needs to be someone who is knowledgeable of your organization's operations, rules, functions, and its mission and goals. Look for this type of person in school teachers, church youth leaders, scouting leader, and coaches. Your Junior Advisor needs to be someone who will serve as a mentor to junior members of your organization.

NOTE: BE SELECTIVE! Given today's society and the many occurrences of child abuse, it is highly recommended that a background check be conducted on all potential Junior Program Advisors/Coordinators and the Junior Program Committee, to better protect your organization and your members.

1. Duties of the Junior Emergency Advisor/Coordinator with the assistance of the Junior Program Committee:
 - a. Develop a program that will;
 - 1) Interest and encourage youth to support an emergency service organization.
 - 2) Protect young workers from employment that might:
 - a) Interfere with their educational opportunities.
 - b) Be detrimental to their health and well being.
 - b. Provide opportunities for training and education in the function of your emergency service organization.
 - c. Serve as an example for thinking, planning, and of your organization's beliefs, actions, and dedication.
 - d. Obtains legal counsel for guidance on specific conditions and circumstances related to a program of this type.
 - e. Establish safety rules in compliance with the Federal and State Child Labor Laws and the National Fire Protection Association's 1500 Standard.

C. Working with the Local School District/Municipalities

It is important to establish a good rapport with local school district officials. These people will issue employment certificates so students will be able to participate as Junior Members in your organization. They will need to understand what you are trying to do with these young people in your organization. Show them that your Junior Program will provide your juniors with opportunities for education and training. Explain to them that the youths will be learning technical and occupational skills in a controlled environment. They will learn skills that are not taught at home or school.

Also explain how scholastic achievement will be part of your program and how certain school courses will be related to emergency service work. For example, high school chemistry can be related to the chemistry of fire and hazardous materials training. Physics is another course that can be related to technical rescue training and the rigging of ropes.

It is vital to the success of your program that you get support of the local school district officials. Be sure they understand the need for the approval of employment certificates for students as emergency response personnel. They will also need to understand that a student will need a second employment certificate for the Bureau of Forestry if your juniors will be expected to fight

brush and grass fires. Some school districts do not understand the need for two employment certificates. However, Bureau of Forestry requires a specific employment certificate citing the employment as a forest firefighter.

While we are talking about employment certificates, let us discuss your organization's responsibilities relating to "vacation or general" and "transferable" employment certificates.

D. Emergency Service Organization's Responsibilities

1. Vacation or general employment certificates
 - a. The employer (your organization) must keep employment certificates on file. No person under the age of 18 shall be employed without an employment certificate.
 - b. Submit a letter to the school district acknowledging receipt of an employment certificate. In addition, the letter must state that the organization will accept the minor as a junior member. It also needs to include the junior's duties and the number of hours they will be permitted to participate.
 - c. Employment certificates must be available for inspection by any authorized officer charged with enforcing the PA Child Labor Law.
 - d. In accordance with the PA Public School Code, your organization must post a list of the junior members. This list must include the following:
 - 1) Their name.
 - 2) Their age.
 - 3) Home address.
 - 4) Legal guardian's name(s).
 - 5) Employment certificate issuance date.
 - 6) Name of person issuing the employment certificate.
 - 7) The hours that a junior member will participate in your organization's activities.
 - e. If a Junior Member quits or is discharged by your organization, the organization **must** mail the appropriate employment certificate to the school official who issued the certificate. This **must be done within five (5) days** of the junior leaving the emergency service organization.
2. Transferable employment certificates:

In Lieu of a vacation or general employment certificate, a transferable employment certificate may be issued to 16 and 17 year olds. Minors issued a transferable certificate are not required to obtain a new certificate each time that they change employers. The same rules listed in IV(D)(1)(a – e) must be followed for transferable employment certificates with the following exception.

 - a. When a minor quits or is discharged from your emergency service organization, your organization **must** notify the issuing school district in writing. The transferable employment certificate is given to the minor who will give it to their next employer.
3. Posting Requirements:

The following items must be publicly posted in the emergency service organization's station.

 - a. Abstract of the PA Child Labor Law – the abstract contains the maximum allowable hours that a minor may participate in the organization's activities. It also sets the window of hours when minors may participate in activities.
 - b. List of all Minor Employees – the emergency services organization must post a list of minor employees containing the information required in IV(D)(1)(d) listed above.
 - c. Schedule of Hours of Labor – the schedule will include the following information:

- 1) Name of Minor
- 2) Maximum Hours Permitted to Work Daily
 - a) During school hours Monday through Friday, they are permitted 4 hours/day.
 - b) On weekends, they are permitted 8 hours/day.
- 3) Maximum Hours Permitted to Work Weekly
 - a) 14 & 15 year olds
 - (1) During school term – Monday through Friday, they are permitted to work a maximum of 18 hours in a 5-day week.
 - (2) On weekends, they are permitted to work an additional 8 hours on Saturday and/or Sunday. However, they cannot exceed 8 hours per day.
 - (3) Not to exceed 6 days per work week.
 - b) 16 & 17 year olds
 - (1) During school term – Monday through Friday, they are permitted to work a maximum of 28 hours in a 5-day week.
 - (2) On weekends, they are permitted to work an additional 16 hours. However, they cannot exceed 8 hours per day.
 - (3) Not to exceed 6 days per work week.

Example: If your Junior is employed at a fast food restaurant and works 15 hours that week; they may work an additional 13 hours within the 5-day work week (Mon – Fri) for a total of 28 hours

- 4) Start and Stop Times
 - a) 14 & 15 year olds
 - (1) Employment is prohibited between 7PM and 7AM.
 - (2) Exception #1 – summer vacation employment until 10 PM.
 - (3) Exception #2 – attending training sessions that start on or before 7 PM
 - (4) Exception #3 – with a signed parental consent, employment is permitted until 10 PM.
 - b) 16 & 17 year olds
 - (1) Employment is prohibited between midnight and 6 AM Sunday through Thursday.
 - (2) Employment is prohibited between 1 AM and 6 AM Friday through Saturday and during school vacations.
 - (3) There is no night work limit during summer vacation.
- 5) Break Times
 - a) A 30-minute meal period is required on or before 5 consecutive hours of work.

4. Worker's Compensation: Inform your Emergency Service Organization/Municipality exactly what types of insurance coverage your organization needs to provide to your junior members – Accident and Sickness, General Liability, Officers & Directors Liability (Management Liability), etc., in order to have a successful junior program.

By utilizing the information in this section of the manual, you should be able to establish a good Junior Member Program for your emergency service organization. Remember, be sure the organization accepts and supports the idea; select a good advisor and committee; develop a comprehensive program that meets the goals and objectives; and follow the rules as outlined in the PA Child Labor Law. If you do all this, your Junior Member Program will be successful.

VI. Resources

- A. *Pennsylvania Fire and Emergency Services Institute –
(800) – Fire Line –or– www.pfesi.org*
- B. *Pennsylvania Department of Labor & Industry –
(800) – 932-0665 – or– www.dli.state.pa.us*
- C. *Pennsylvania State Fire Academy –
(717) – 248-1115 – or– (800) – 459-4096 – or– www.osfc.state.pa.us*
- D. *Volunteer Firemen Insurance Service (VFIS) –
(800) – 233-1957 – or – www.vfis.com*
- E. *Office of the Pennsylvania State Fire Commissioner –
(800) – 670-3473 – or – (717) – 651-2204 –or– www.osfc.state.pa.us*
- F. *Department of Education –
(717) – 783-6788 – or – www.pde.state.pa.us*
- G. *Department of Health, Bureau of EMS –
(717) 787-8740 – or – www.health.state.pa.us*

VI. Sample Documents for Advisor's/Coordinator's Use



Following are the HOURS OF WORK FOR MINORS UNDER EIGHTEEN employed at

Upper Valley Fire & Rescue

(Give name of establishment, department and floor, or otherwise designate workers to whom this schedule applies.)
 Show daily time of starting work, time for meal or rest periods, and time of stopping work.

NAME OF EMPLOYEE	AGE	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL SCHOOL HRS. PER WEEK IF UNDER 16	TOTAL HOURS FOR WEEK
		FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO		
Brown, Julie	14			6P	10P					6P	10P			9A	Noon	8	12
Bobb, William	17			6P	10P					6P	10P			8A	4P	N/A	16
Lane, Archie	16			6P	10P					6P	10P			8A	4P	8	16
Westly, Jill	15			6P	7P					6P	7P			9A	noon	2	6
SAMPLE																	

NOTE: Minors between 14 and 16 years of age may not be employed at times that interfere with regular school attendance. Hours spent in school must be included in daily and weekly hours of work.

I hereby certify that the schedules of hours given above are true and correct.

02-02-00

DATE

MANAGER SIGNATURE

27 Woodall Ave., Upper Valley, PA 00000
 ADDRESS OF ESTABLISHMENT

THIS SCHEDULE SHALL BE POSTED IN A CONSPICUOUS PLACE IN THE WORKROOM WITH A SUMMARY OF THE CHILD LABOR LAW, APPROVED MAY 13, 1915, AS AMENDED. IT MUST BE KEPT UP TO DATE AND CORRECT.

UPPER VALLEY FIRE & RESCUE
27 WOODALL AVENUE
UPPER VALLEY, PA 00000

JUNIOR MEMBER ROSTER

NOTE: Specific addresses, social security numbers, parent/guardian names, telephone numbers, working permit numbers are on file in the Chief's office. **Review of this information is by appointment only.**

Brown, Julie	14	Laurel Drive, Upper Valley	Parent's consent for extended hours
Bobb, William	17	Down St., Upper Valley	
Lane, Archie	16	Slow Way, Upper Valley	
Westly, Jill	15	Sleepy Lane, Upper Valley	No parental consent for extended hours

Sample

VII. Blank Forms for Reproduction and Use

PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY

STATE CHILD LABOR LAWS

MINIMUM AGE: Minors under 14 years of age may not be employed or permitted to work in any occupation, except children employed on farms or in domestic service in private homes. Under certain restrictions, caddies and news carriers may be employed at 12 years, and juvenile performers in the entertainment field at the age of 7.

EMPLOYMENT CERTIFICATES: No person under the age of 18 shall be employed without an employment certificate, kept on file by the employer. Employment certificates are issued by school authorities. Special permits are required for minors in theatrical/other performances at ages and hours otherwise prohibited.

A transferable work permit may be issued to 16 and 17 year olds in lieu of a vacation or general employment certificate. Obtain these through your local school district. Minors issued a transferable work permit are not required to obtain a new permit or certificate each time he/she changes employers: however, the employer is required to notify the issuing school district when a minor begins or terminates employment.

HOURS OF EMPLOYMENT – AGES 14 & 15

During School Term: Maximum 4 hours on school days; 8 hours on any other day, and 18 hours per school week (Monday thru Friday), and only at a times that does not interfere with school attendance. Plus 8 additional hours on Saturday and/or Sunday.

During Summer Vacations: Maximum 8 hours per day, 44 hours per week.

Employment prohibited after 7 pm and before 7 AM. (Exception: Summer Vacation employment until 10PM.) (Exception: Minors from age 12 may be employed at distributing or selling newspapers, magazines or other publications between 6 AM and 8 PM.)

HOURS OF EMPLOYMENT – AGES 16 & 17

During School Term: Maximum 28 hours per school week (Monday thru Friday) if enrolled in regular day school. Plus 8 additional hours on Saturday and 8 additional hours on Sunday. However, maximum daily hours cannot exceed 8 hours per day. Students may not work after midnight (Sunday thru Thursday) or before 6 AM during the entire week. (Exception: Students may work the night preceding a school holiday occurring during the school year until 1 AM the next morning.) Students may work on Friday night until 1 AM Saturday morning and on Saturday night until 1 AM Sunday morning.

During Summer Vacations: Maximum 8 hours per day, 44 hours per week. No night work limit for students. No night work limits at any time for minors legally excused from school attendance.

AT ANY TIME, MAXIMUM EMPLOYMENT 6 DAYS PER WEEK, 30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE 5 CONSECUTIVE HOURS OF WORK.

PROHIBITED OCCUPATIONS: Minors 16 and over are permitted to operate a single vehicle not in excess of 30,000 lbs. or any such vehicle towing a trailer not in excess of 10,000 lbs. gross weight. Minors under 16 may not be employed at establishments which dispense alcoholic beverages, aged 16 may be employed on licensed premises as food waitresses or waiters and busboys/girls. At age 18, such persons may serve and handle alcoholic liquors.

There are 37 prohibited occupations for minors under the age of 18 and under the age of 16. For a list of the specific prohibited occupations, please contact the local bureau of Labor Law Compliance office listed below.

PENALTY: Any person, agent or a manager for any person violating or permitting any violation of the Child Labor Law shall upon conviction be subject to a fine of not less than \$100 nor more than \$300 for the first offense and not less than \$250 nor more than \$1,000 for any subsequent offense or imprisonment for 10 days, or both.

This summary is for general information and it is not to be considered in the same light as official statutes contained in the Law or its regulations. Further information can be obtained by contacting one of the following Bureau of Labor Law Compliance offices.

HARRISBURG 17120-0019
1301 Labor and Industry Building
Seventh & Forster Streets
Telephone: 717-787-4671 or 800-932-0665

PITTSBURGH 15222-1210
1201 State Office Building
300 Liberty Avenue
Telephone: 412-565-5300

PHILADELPHIA 19130-4064
110 B State Office Building
1400 Spring Garden Street
Telephone: 215-560-1858

SCRANTON 18503-1923
201B State Office Building
100 Lackawanna Avenue
Telephone: 717-963-4577

Fact Sheet



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY
 BUREAU OF LABOR LAW COMPLIANCE

EMPLOYMENT OF MINORS AS AMBULANCE ATTENDANTS

Under Section 7.3(g) of the Child Labor law, minor ambulance attendants are restricted to participating in “training” activities.

16 and 17 Year Old Minors

The Department of Labor and Industry has interpreted this provision of the Law to allow 16 and 17 year old volunteer ambulance association members to participate in “on-the-job” training if the 16 and 17 year old has completed the following;

1. a course in CPR and
2. an advanced first-aid program or an emergency medical technician (EMT) program.

16 and 17 year olds who have completed such programs are permitted to receive “on-the-job” training as ambulance attendants only if they are at all times under the constant supervision of an adult ambulance company member.

16 and 17 year olds are prohibited by law from driving an ambulance under any circumstances.

In addition, 16 and 17 year old ambulance trainees are subject to Child Labor Law restrictions on hours. They may not serve as ambulance attendants for more than 8 hours in one day, and must be given a half hour “off-duty” lunch break if they are on duty more than 5 straight hours. Further, they may not serve on duty later than 12 midnight on school nights or 1 AM on Friday and Saturday nights and during school term vacations (no night restrictions during summer vacation). In practice, trainees who answer ambulance calls prior to the 12 midnight or 1 AM deadline may continue to serve as attendants for the duration of that call, even if this means serving past 12 midnight or 1 AM. They should not, however, go out on any additional calls after 12 or 1.

Employment Certificates

All minor ambulance attendants must have an employment certificate. These certificates may be obtained through the office of the superintendent of the school district in which the minor attends.

High School Graduates

17 year olds who have graduated from high school are not considered minors under the Child Labor Law. Therefore, an 17 year old high school graduate would not be subject to any of the above restrictions. This exemption also applies to those 17 year olds who have been declared by the chief school administrator to have achieved their academic potential.

JUNIOR VOLUNTEER FIRE FIGHTERS

Minors Under 16, Under Section 7.3 of the Child Labor Law

Junior volunteer fire fighters under 16 are restricted by law to the following activities:

1. Engaging in training.
2. First aid.
3. Clean-up service at the scene of a fire, but only outside of the structure and only after the fire has been declared under control by the fire official in charge.
4. Providing coffee wagon and food services.

Junior fire fighters under 16 are specifically prohibited by law from the following:

1. Operating an aerial ladder, aerial platform or hydraulic jack.
2. Using rubber electrical glove, insulated wire gloves, insulated wire cutters, life nets or acetylene cutting torches.
3. Operating the pumps of any fire vehicle at the scene of a fire.
4. Driving a fire truck, ambulance, or other official fire vehicle.
5. Entering a burning structure.
6. Operating high-pressure hose line except during training.

Junior fire fighters under 16 are prohibited from engaging in fire company activities while school is in session and between 7 PM and 7 AM (10 PM and 7 AM during summer school vacation). Junior fire fighters under 16 may, however, attend fire fighting classes as part of a training program even after 7 PM during the school year.

16 and 17 Year old Minors

16 and 17 year old minors who have completed a fire training course (such as one given at a county fire school) may participate in the firefighting activities if they are under the direct supervision of the fire chief or an experienced line officer.

16 and 17 year old junior fire fighters are still prohibited, however, from any of the following activities by law;

1. Operating an aerial ladder, aerial platform or hydraulic jack.
2. Using rubber electrical glove, insulated wire gloves, insulated wire cutters, life nets or acetylene cutting torches.
3. Operating the pumps of any fire vehicle at the scene of a fire.
4. Driving a fire truck, ambulance, or other official fire vehicle.
5. Entering a burning structure.

16 and 17 year olds are normally prohibited from serving as fire fighters between the hours of 12 midnight and 6 AM (1 AM and 6 AM on Friday and Saturday nights and during school term vacations, but no night restrictions during summer vacations). 16 and 17 year old fire fighters who answer a fire call before the 12 or 1 AM deadline may continue to respond to that call past that deadline. Such volunteers may not answer any new calls after 12 or 1 AM.

Employment Certificates

All junior fire fighters must obtain an employment certificate in order to participate as members of a volunteer fire company. Such certificates may be obtained through the junior fire fighter's local school district.

High School Graduates

Individuals 17 or over who have graduated from high school are no longer considered minors under the Child Labor Law . Therefore, 17 year old junior firefighters who are high school graduates are **not** subject to any of the above restrictions. This exemption also applies to those 17 year olds who have been declared by the chief school administrator to have achieved their academic potential.

Workers' Compensation

Minor volunteer fire fighters are eligible for workers' compensation if injured while actively engaged as fire fighters or while going to or returning from a fire. However, in the case of fund-raising events, junior firefighters are only eligible for workers' compensation if the local municipality specifically authorized them, through an ordinance, to engage in fund-raising activities.

Address inquiries, complaints or requests for additional copies of this poster, to one of the offices of the Pennsylvania Bureau of Labor Law Compliance:

HARRISBURG 17120-0019
1301 Labor and Industry Building
Seventh & Forster Streets
Telephone: 717-787-4671 or 800-932-0665

PHILADELPHIA 19130-4064
110 B State Office Building
1400 Spring Garden Street
Telephone: 215-560-1858

PITTSBURGH 15222-1210
1201 State Office Building
300 Liberty Avenue
Telephone: 412-565-5300

SCRANTON 18503-1923
201B State Office Building
100 Lackawanna Avenue
Telephone: 717-963-4577

**Intentionally Left Blank
For
Blank Hours of Work Form**

VIII. Successful Junior Programs

Program Sample 1 – North Braddock V.F.D., Inc. Junior Firefighter Rules And Regulations

***Program Sample 2 – Darlington Township Volunteer Fire Department – Junior Fire Department;
Departmental Operating Guidelines***

Program Sample 3 – WEFR Junior Membership Rules and Regulations

NOTE: The following program samples are strictly “samples”. They may or may not match the qualifications of the Child Labor Laws. The Compliance Manual Committee is only providing these samples to assist your organizations with writing your junior program outlines.

Program Sample 1:

NORTH BRADDOCK V.F.D., INC
JUNIOR FIREFIGHTER RULES AND REGULATIONS

1. Prior to acceptance into the Department, he/she shall submit a completed formal work permit and shall have an application signed by a parent or legal guardian.
2. Junior Firefighters **MUST** maintain an overall “C” average in school. Parents or legal guardians shall be required to notify the Junior Officer if the overall average drops below an overall “C” average. Those who have their grade average drop below a “C” average or has an “F”, regardless of the overall average, shall be suspended from **ALL** fire department activities*. The Junior firefighter shall remain on suspension until the next grading period. This includes activities at other stations in this department. A list of suspended Junior firefighters will be sent to all stations. The report card shall be presented to the Junior Officer. A copy shall be kept on file in the respective Junior firefighter’s personnel file.
3. A Junior firefighter may be reinstated before the next grading period expires if he/she receives a note from the instructor or guidance counselor, in writing and signed, on **school district letterhead**, stating that the grade average has risen to a “C” average.
4. All Junior firefighters will be governed in accordance with Section 7.3(g) of the Child Labor Law, Bureau of Labor Law Compliance and Commonwealth of Pennsylvania.
5. All Junior firefighters shall be between 14 and 18 years of age, unless they have graduated or received a General Education Diploma (G.E.D.).
6. Probation for Junior firefighters shall be from the date of acceptance until he/she has reached their 18th birthday; **or have graduated** or received a General Education Diploma (G.E.D.) when he/she is 17 years of age. At that time, he/she shall have completed at least one year as a Junior firefighter and completion of the Essentials of Firefighting course, with a majority vote from the membership at a regular Department meeting, become a probationary active firefighter for a period of one year.
7. Fire Department trustees shall process all applications for membership and recommend acceptance or rejection. Upon acceptance as a Junior firefighter, he/she shall swear an oath to the Department at a regular Department meeting.
8. Fire Department shall have jurisdiction over Junior firefighters and ultimately be overseen by the Junior Officer.
9. No Junior firefighter may enroll in any courses offered through the fire Department without the Chief or Junior Officer’s approval.
10. Junior firefighters may attend Fire Department meetings, but shall not be permitted to make or second any motions, nor shall they be able to vote on any issues. With approval, they may attend all drills and fire schools scheduled by operative officers.

11. Junior firefighters shall not answer fire alarms until given approval by the Junior Officer. When permitted to answer alarms, he/she shall proceed to the fire station in a safe manner without undue speed. Junior firefighters who possess a learner's permit or driver's license shall not be permitted to respond with a blue light.
12. Upon responding to an alarm, Junior firefighters will be instructed by the officer or senior member in charge where they may ride on responding fire vehicles. If all positions are taken on the first responding unit, the Junior firefighter must wait to respond on the second responding unit, if there is sufficient room to do so. If all positions are filled on all responding units, the Junior may respond to the scene in a personal vehicle, in a safe manner, and park in an area that is out of the fireground operational area.
13. Junior firefighters are prohibited from responding to bomb threats, acts of terrorism, plane crashes, body recovery, or calls to Edgar Thomson Works of U.S. Steel & BOC gas.
14. Junior firefighters are prohibited from using any tobacco products on Fire Department properties, fireground operations, or any fire related public service activities. Junior firefighters who are under the influence of alcohol, or has the smell of alcohol or any alcoholic beverages or controlled substances in his/her possession and are on Fire Department property, fireground, or any function held by the Fire Department may be immediately expelled from the Department. Any Junior firefighter who is involved in illegal activity outside of the Fire Department shall be subject to expulsion from the Department.
15. Any equipment issued to a Junior firefighter shall be kept in good repair and maintained to Fire Department specifications. Special equipment or sizes shall not be purchased. He/she may use equipment that was personally purchased as long as an operative officer approves it.
16. Junior firefighters shall not be permitted to take any Fire Department issued firefighting equipment to school.
17. Junior firefighters shall not be permitted to drive Fire Department vehicles at any time.
18. Junior firefighters are not permitted to possess a key to the quarters or are not permitted to be in the quarters without an operative officer, trustee, administrative officer, parent or guardian, or if expressly permitted by an operative officer.
19. Junior firefighters should make every attempt to attend fire school nights, all fundraising functions, and public service details.
20. Junior firefighters shall learn and use the Fire Department chain of command.
21. Junior firefighters will be covered by the Fire Department's insurance policies at all Fire Department functions.
22. Junior firefighters **MUST** attend school in order to be involved with fire department functions included but not limited to: Fire schools, Fire calls, and fundraising events.

23. **Curfew-14 and 15 year olds:** Junior firefighters under age 16 are prohibited from engaging in fire department activities while school is in session and between the hours of 7:00 pm and 7:00 am (10:00 pm and 7:00 am during summer vacation) and cannot interfere with school attendance. However, they may attend training classes as part of a training program after 7:00 pm during the school year.
 - A.) EXCEPTION: With Written Parental Consent the 7pm time is extended to 10pm, turned in to the Junior officer and a phone call to the guardian to confirm letter.
 - B.) During School Term Junior firefighters ages 14 & 15 years old are only allowed a total of 4 hours at the station on school days & 8 hours any other day.
24. **Curfew- 16 and 17 year olds:** School nights: not to exceed 12:00 AM (Midnight) unless involved in a Department function. Non-school nights: not to exceed 1:00 am, Friday night into Saturday, Saturday night into Sunday, or Night proceeding into a school holiday. No restrictions during summer recess.
25. All Junior firefighters will sign in and out when entering and leaving the stations.
26. All Junior firefighters shall be under suspension if enrolled in summer school program for failure to pass subjects during the normal school year for the duration of the summer program.
27. Where Junior firefighter rules do not prevail, Fire Department rules will prevail.
28. This version of the Junior Firefighters Rules and Regulations shall immediately supercede any and all versions prior.
29. All rules and regulations governing Junior firefighters are subject to change at any time.
30. * In some circumstances, the Chief or Junior Officer may have a Junior firefighter participate in a Department function as a form of disciplinary action and shall be on a case-by-case basis.

NORTH BRADDOCK V.F.D., INC
JUNIOR FIREFIGHTER RULES AND REGULATIONS

I _____ have read, understand and received a copy of the rules & regulations set forth by North Braddock Volunteer Fire Department regarding Junior Firefighters

(Junior Member Sign)

(Date)

(Parent or Guardian Sign)

(Date)

(Junior Officer Sign)

(Date)

If Junior Firefighter is under the age of 16, please sign below IF you permit your child _____ (Childs Name) to be at the fire station past the normal hours of 7pm to 10pm during the school year.

(Parent or Guardian Sign & Date)

Program Sample 2:

***Darlington Township Volunteer Fire Department
Junior Fire Department
Departmental Operating Guidelines***

Revised June 1998

The Junior Fire Department Program was launched with the aspirations of getting the young people in the surrounding area involved with their community by observation and some hands on work. Our goal is to prepare these young people to be the safest and well-trained firefighters that they can be, for their sake, and for the sake of all the people living in the surrounding communities that these young people will be serving to protect. – Warren “Mackie” Hosack, Junior Committee Leader.

The following departmental operating guidelines have been adopted for use by the Darlington Township Volunteer Fire Department – Junior Fire Department. These guidelines are to be strictly adhered to by all members of the Darlington Township Junior Fire Department.

ARTICLE I: TITLE

This department shall here in be known as the Darlington Township Volunteer Fire Department – Junior Fire Department.

ARTICLE II: RULES AND REGULATIONS

1. The Junior Fire Department will be directly supervised by the regular fire department line officers, and a junior committee made up of two members of the regular fire department, assigned by the chief, to act as the “Junior Leaders”.
2. The Junior Fire Department shall abide by all federal, state, and departmental rules and regulations.
3. All members of the Junior Fire Department must obtain a work permit before performing any junior fire department activities. A copy of the document must then be on file with the chief and the junior committee.
4. All juniors must complete the department’s own Junior Orientation Program. The program is a 30-hour course which covers basic knowledge juniors are required to understand departmental procedures, and apparatus familiarization. All materials used in the course are taken from “Essentials of Firefighting – Third Edition” which is put out by the International Fire Service Training Association.
5. Fourteen and fifteen year old junior members will only be permitted to participate in department training activities, monthly meetings, fund-raising, and community social events. They will not respond to any fire calls, nor be permitted to extinguish any fire of any type (Brush, Structural, Automobile, etc.).
6. Sixteen and Seventeen year old junior members will only be permitted to respond to fire calls after the successful completion of either the departments own orientation program or the Beaver County’s Fire School. Whichever is achieved first. A copy of the certificate from both courses must be on file with both the chief of the department and the junior committee.
7. All junior members must sign in and sign out on the junior time log sheet at the station every time they enter the building. **NO EXCEPTIONS!**

ARTICLE III: CHILD LABOR LAWS

Junior firefighters under sixteen are restricted by law to the following:

1. First-aid.
2. Clean-up services at the scene of a fire, but only outside of the structure and only after the fire has been declared under control by the fire official in charge..
3. Providing coffee wagon and food services..
4. Engaging in training.

Junior firefighters under sixteen are prohibited by law from the following:

1. Operating an aerial ladder, or platform, or hydraulic jack.
2. Using rubber electrical gloves, insulated wire gloves, insulated wire cutters, life nets or acetylene cutting units.
3. Operating the pumps of any fire vehicle at the scene of a fire.
4. Driving a fire truck, ambulance, or any other official fire vehicle.
5. Entering a burning structure.
6. Operating high-pressure hose lines.
7. Ascending ladders – except during training.

Only 17 year-old firefighters who have completed a fire training course (such as one given at a county fire school, (or a class equivalent) may participate in firefighting activities if they are under the direct supervision of the fire chief or an experienced line officer over 21 years of age.

Sixteen and seventeen year-old firefighters are prohibited from any of the following:

1. Operating an aerial ladder, or platform, or hydraulic jack.
2. Using rubber electrical gloves, insulated wire gloves, insulated wire cutters, life nets or acetylene cutting units.
3. Operating the pumps of any fire vehicle at the scene of a fire.
4. Driving a fire truck, ambulance, or any other official fire vehicle.
5. Entering a burning structure.

The activities of minors 16 years of age at the scene of a fire shall be limited to the following:

1. First-aid.
2. Clean-up service outside of the structure after the fire has been declared by the fire official in charge, under control.

Activities of minors 14 and 15 years of age shall be limited to the following:

1. Training
2. Cleaning and storing equipment

Minors 14 and 15 years of age may not do the following:

1. Ride an official vehicle to the scene of a fire
2. Participate in any firefighting activities

HOURS OF EMPLOYMENT – AGES 14 AND 15

During School Term: No activity while school is in session
No activity between 7 PM and 7 AM
Are permitted to attend training and meetings only, after 7 PM

During Summer Vacation: Can be active from 7 AM – 10 PM
No activity from 10 PM – 7 AM

HOURS OF EMPLOYMENT – AGES 16 AND 17

During School Term: No calls while school is in session
No calls between 12 midnight and 6 AM
No calls between 1 AM and 6 AM on weekends and holidays

During Summer Vacation: No restrictions during summer vacation

Sixteen and seventeen year olds who answer calls before the midnight or 1 AM deadline may continue to serve that call past the deadline, but they may not answer any new calls that come in after midnight or 1 AM.

ARTICLE IV: DRIVING PERSONAL VEHICLES

1. Only 16 and 17 year old juniors that have a valid Pennsylvania driver's license may drive personal vehicles to the fire station.
2. All juniors, if driving, must report to the station for all calls. If all of the apparatus has already responded when you arrive at the station, juniors are to stand-by at the station until either a senior member stops and gives them a ride to the scene, or wait until the department returns from the call to assist in clean-up duties.

**UNDER NO CIRCUMSTANCES ARE JUNIORS
TO DRIVE DIRECTLY TO THE SCENE!!!**

3. At no time is a junior member permitted to use a blue light or hazard lights (four ways) while in route to the station for a call.
4. All speed limits and laws are to be strictly followed while responding to the station for a call.
5. The fire department is in no way responsible or liable for any moving violations received while in route to the station for any reason.
6. Failure by any member of the junior fire department to abide by these rules listed above will result in suspension and possible expulsion from the junior fire department.

ARTICLE V: RESPONDING TO CALLS ON APPARATUS

1. Junior firefighters shall don full protective bunker gear before boarding any piece of fire apparatus that is responding to a call.
2. Junior firefighters shall wear full protective turnout gear to all calls unless otherwise instructed by a line officer.

*Darlington Township Volunteer Fire Department, Junior Fire Department
Departmental Operating Guidelines (continued)*

3. When riding a piece of apparatus, junior firefighters shall position themselves in a seat with a seatbelt in place and securely fastened. On apparatus, which contains jump seats, the junior shall take that seat if the incident does not require S.C.B.A. use. If S.C.B.A. use is required, the junior will give up that seat to a senior firefighter for the purpose of donning the air pack. The junior shall then ride in the squad truck.

**UNDER NO CIRCUMSTANCES WILL A JUNIOR STAND UP ON ANY
APPARATUS WHILE RESPONDING TO CALLS!!!**

4. Junior firefighters responding to a mutual aid call into another department's jurisdiction shall stay with our apparatus until ordered by one of the line officers on the scene.
5. Junior firefighters shall at no start, attempt to start, or move any piece of fire apparatus.

ARTICLE VI: MOTOR VEHICLE ACCIDENTS

1. At motor vehicle accidents, 16 and 17-year-old juniors may assist with traffic control operations using all safety equipment provided. Fourteen and fifteen year olds are prohibited from any traffic control duties.
2. Junior firefighters who are trained Emergency Medical Technicians can only aid a senior E.M.T. while administering treatment to a patient, and only until the responding ambulance service arrives on scene to take over care of the patient(s). At no time will a junior E.M.T. administer treatment to a patient without being under the direct supervision of a senior E.M.T.

ARTICLE VII: BRUSH FIRES

1. Junior firefighters 17 year olds that have completed one of the required courses, may assist in the extinguishing of brush fires using Indian tanks, rakes, low pressure hoses (garden hoses), etc. Fourteen, fifteen, and sixteen year olds are prohibited from any firefighting activities.
2. Junior firefighters responding to a brush fire shall wear, at a minimum, their boots, bunker pants, helmet, and gloves.
3. While extinguishing a brush fire, junior firefighters shall always stay within sight of a line officer at all times.

ARTICLE VIII: STRUCTURAL FIRES

1. Junior firefighters shall assist the regular fire department by being support personnel at all structural fires. Duties will include helping change air bottles, setting up drop tanks, getting hand tools needed by senior firefighters from the apparatus, and any other task assigned by a member of the regular fire department as long as it does not violate the Child Labor Laws.
2. Junior firefighters shall perform their duties as ordered by the line officers without question, unless the order would put the junior in immediate danger or was a direct violation of the Child Labor Laws. In this case, the junior should go to one of their two junior committee members, or if they are not available, to the fire ground commander for further action to take.
3. Junior firefighters are not permitted at any time while on a scene of a fire to operate any hose line (other than a garden hose) neither during the initial attack nor after the fire is knocked down.
4. Junior firefighters shall not operate any power equipment of any kind (not even electrical cords may be handled by junior members).

*Darlington Township Volunteer Fire Department, Junior Fire Department
Departmental Operating Guidelines (continued)*

5. At no time will any junior enter the involved structure, even after the fire ground commander has deemed the fire under control.
6. Junior firefighters shall assist with clean-up following any call, unless excused by the officer in charge. Clean up includes re-packing hose lines, washing the apparatus, cleaning the S.C.B.A., and any other duties assigned by any line officer.

ARTICLE IX: TRAINING

1. Junior firefighters shall attend as many as they can or all training sessions, meetings, and social events, taking into consideration and keeping in mind that school takes precedence over all fire department activities.
2. Junior members shall attend the weekly training sessions of the regular fire department.
3. The Junior Fire Department will have their own training sessions twice a month, one hour before the regular department's training. These training dates will be at the junior department members' discretion.
4. During training sessions only, 16 and 17 year olds are permitted to operate a low-pressure hose line other than a garden hose. Fourteen and fifteen year olds are prohibited from ever operating any hose other than a garden hose, even during training sessions.

THE JUNIOR FIRE DEPARTMENT IS HERE TO ASSIST THE REGULAR FIRE DEPARTMENT AT ALL SCENES TO PROTECT THE LIVES AND PROPERTY OF ALL THE PEOPLE LIVING IN, AND PASSING THROUGH, THE DARLINGTON TOWNSHIP VOLUNTEER FIRE DEPARTMENT'S JURISDICTION.

HOURS OF EMPLOYMENT – AGES 14 AND 15

During School Term: Only at times that do not interfere with school attendance.

Maximum of: 18 Hours per school week (Monday thru Friday)
4 hours on school days
Plus 8 hours total for Saturday and Sunday
8 hours on any other day (school holiday)

During Summer Vacation:

Maximum of: 40 hours per week
8 hours per day

Night Work: Employment prohibited after 7 PM and before 7 AM.

Exception: Summer vacation employment until 10 PM.

AT ANY TIME:
MAXIMUM EMPLOYMENT 6 DAYS PER WEEK, 30-MINUTE MEAL PERIOD REQUIRED
AFTER 4 HOURS OF WORK. Work week begins on Mondays at 6:00 AM.

HOURS OF EMPLOYMENT – AGES 16 AND 17

During School Term: Only at times that do not interfere with school attendance.

Maximum of: 28 hours per school week (Monday thru Friday)

8 hours on Saturday

8 hours on Sunday

Maximum daily hours cannot exceed 8 hours per day.

During Summer Vacation:

Maximum of: 44 hours per week

8 hours per day

Night Work:

During School Term: May not work after midnight (Sunday thru Thursday)

May not work before 6 AM the entire week

May work Friday night until 1 AM Saturday morning

May work Saturday night until 1 AM Sunday morning

During Summer Vacation: No Night work limitations.

AT ANY TIME:

MAXIMUM EMPLOYMENT 6 DAYS PER WEEK,
30-MINUTE MEAL PERIOD REQUIRED AFTER 4 HOURS OF WORK.

WORK WEEK BEGINS ON MONDAY AT 6 AM.

*Darlington Township Volunteer Fire Department, Junior Fire Department
Departmental Operating Guidelines (continued)*

Any failure to abide by the procedures in this document will result in thirty (30) day suspension for the first offense.

If a second offense occurs, the party involved will face an expulsion hearing made up of the junior committee and two line officers from the regular fire department. The chief of the fire department will also be in attendance to act as a mediator and to apply a tiebreaker vote if necessary.

If a member of the junior department is expelled, he/she cannot reapply to the junior department. They can, however, apply to the regular fire department once they become eighteen years of age.

I have read the revised Darlington Township Volunteer Junior Fire Department's Departmental Operating Guidelines.

I understand everything that is written, and if any question should arise, I will contact one of the junior fire department committee members with my concerns.

I will also do my best to follow the guidelines, and I understand the consequences faced if I do not abide by them.

Parent or Guardian

Junior Firefighter

Fire Chief

Junior Committee

Junior Committee

Program Sample 3:

WEFR Junior Membership Rules and Regulations

The following rules and regulations have been established to govern the conduct and actions of ALL WEFR Junior Members. Failure to comply with any or all of these regulations shall result in appropriate disciplinary actions.

1. Junior members shall obey the WEFR constitution, bylaws and all other company rules and regulations.
2. Junior members shall maintain all passing school grades.
3. No horseplay, wrestling, physical sports or fighting shall be tolerated on or about the station.
4. Smoking and use of chewing tobacco is prohibited on company property.
5. Use of alcoholic beverages or controlled substances is strictly forbidden.
6. Use of profane language shall not be tolerated.
7. All junior members shall be off station no later than 2200 hours. Exceptions shall include emergency calls, and special occasions designated by the president and/or fire chief.
8. Junior members shall attend all training drills and fundraising projects unless excused by the president and/or fire chief.
9. Junior members may not operate any company owned apparatus.
10. Junior may not operate any company owned equipment, except under the supervision of a senior member.
11. Junior members shall be respectful to all WEFR officers, firefighters, and public. Junior members are encouraged to address officers by their titles.
12. Junior members must obtain worker's permit from the school district to have a copy on file in their training file.
13. Junior members desiring to participate in annual fire prevention week activities must obtain parental permission slip from the fire chief and submit it to the principal.
14. Junior members must wear full protective turnout gear while at all emergency scenes and training drills regardless of permitted duties.
15. Junior members may not ride on company apparatus during emergency responses if under the age of sixteen.
16. Junior members may not fight brush/grass or forest fires.
17. Junior members under the age of sixteen shall remain clear of the emergency scene and are only permitted to enter the immediate area after the situation is declared under control by the officer in charge.
18. Junior members without a diploma or under the age of eighteen must abide by the child labor laws as pertained to the fire service until they reach the age of eighteen.
19. Junior members under the age of sixteen are not permitted to sleep in the bunkroom, except under special circumstances, and then only with the expressed permission of the fire chief and/or president.
20. Junior members shall be under the direct supervision of a line officer or senior member of the fire chief's and president's discretion.
21. Full Class-A uniforms are to be worn at meetings, training events, and fundraisers.

WEFR Report Card Policy

The intent of the report card policy is to insure that the fire department is not responsible for junior and senior high school students failing in their academic studies. This policy applies to all students in school no matter of their age.

1. The fire chief will submit a list of all school students that belong to WEFR at the beginning of the school year.
2. The chief will receive a list from the school district of tentative dates that report cards will be issued.
3. The student will submit their report card to the chief or the junior member advisory within 48 hours after being issued.
4. If the chief or advisory do not see the report card within 48 hours, an immediate suspension will take place (unless special situations warrant delay).
5. After submitting the report card to the chief or the junior member advisory, the following procedures will take place:
 - A. For any failing grades, an automatic 14-day suspension will take place.
 - B. Before the 14-day suspension is over, the chief will contact the school counselor and see if the failing grades have improved.
 - C. If the school counselor reports that the grades have improved, the student's suspension will be revoked. But if the student is still failing, the suspension will remain into effect, an additional 14 days.
6. Any member that is in school must be off station by 2200 hours on school nights, unless involved in training.