



ASSOCIATION OF TRAVEL INSTRUCTION

**P.O. BOX 2042
MADISON SQUARE STATION
NEW YORK, NEW YORK 10159**

Our mission is to support providers of travel instruction for the purpose of teaching people with disabilities and seniors to travel safely and independently.

CODE OF ETHICS

The Association of Travel Instruction Code of Ethics is intended as a guide for the professional conduct of persons providing travel instruction. The profession has an obligation to define, articulate and adhere to its basic values, ethical principles and standards. The ATI Code of Ethics sets forth these values, principles and standards to guide travel instruction practitioners. The Code is relevant and applicable to all who provide instruction as well as to students of the profession in all instructional settings and for all who receive training.

ATI believes that all people, including people with disabilities and seniors, have the right to participate in their community. Every person should be able to move about to reach their travel objectives. Travel instruction practitioners are committed to aiding people with disabilities and seniors in remaining active by promoting safe pedestrian travel, safe and efficient use of public transportation, and advocating for accessible communities.

In the Code of Ethics the term 'travel instruction practitioner' applies to the person providing the instruction, and encompasses travel instructors, travel trainers, and supervisors of academic programs involved with travel instruction. The term 'trainee' is used to be inclusive of all persons with disabilities and seniors who receive travel instruction services.

1. ETHICAL RESPONSIBILITY TO TRAINEE

1.1 Commitment to Trainee

The travel instruction practitioner's primary responsibility is to provide for the safety of the trainee while at the same time adhering to the principle that persons with disabilities and seniors should be able to move about safely and efficiently, and travel independently when appropriate.

1.2 Right to Self Determination

The travel instruction practitioner recognizes, respects, and promotes the right of all people to practice self-determination. Travel instruction practitioners encourage trainees to recognize, identify, and realize their goals in regard to attaining independent mobility. Travel instruction practitioners may only limit trainee actions when, in their professional opinion, the trainee's actions may pose a serious or imminent risk to themselves and/or others.

1.3 Assessment

All potential trainees should be assessed prior to instruction. Assessments must be objective, relevant, thorough and appropriate based on needs and abilities and conducted on an individual basis.

1.4 Informed Consent

Travel instruction practitioners provide instruction to trainees only in the context of a professional relationship dependent upon informed consent. Travel instruction practitioners will use clear and understandable language in accessible formats to inform trainees of the nature and purpose of instruction, risks involved, the time frame and extent of instruction, and the trainee's right to refuse or withdraw consent. The Travel instruction practitioner will encourage the trainee and their family members to participate and ask questions.

In the instance when the trainee is under age for consent or not able to give voluntary informed consent, the travel instruction practitioner will obtain informed consent from legally responsible parties.

1.5 Competence

Travel instruction practitioners will practice only within the bounds of their competence, based on their training, education, experience, and credentials. The Travel Instruction Practitioner must not misrepresent his or her role or competence to students.

Travel instruction practitioners must take responsible steps (to include appropriate education, training, research, consultation, and supervision) to provide instruction to people with disabilities, maintaining the appropriate one-to-one instructor/trainee ratio for those individuals with cognitive disabilities during active travel instruction, to ensure optimal learning for trainee safety and to ensure the competence of their work.

1.6 Providing Instruction

The travel instruction practitioner provides instruction to trainees regardless of age, race, color, sex, disability, national or ethnic origins, economic or geographic location or sexual orientation.

The travel instruction practitioner ensures that the trainee is an active participant in all phases of their travel instruction program.

The travel instruction practitioner maintains the appropriate one to one instructor/trainee ratio for individuals with cognitive disabilities, to ensure optimal learning and to provide for the safety of the trainee in the teaching of all active travel situations.

The travel instruction practitioner provides each trainee with an individualized instructional program specific to his or her unique needs and abilities.

The travel instruction practitioner ensures that the trainee demonstrates the ability to travel independently and safely prior to making a recommendation for independent travel. Instruction should not be shortened prematurely before travel competency has been reached; nor prolonged unnecessarily, due to the Travel Instruction Practitioner's self interest or outside constraints or influence.

The travel instruction practitioner when it is determined that goal of independent travel cannot be met should terminate training. Instruction should not be prolonged or terminated based on the travel instruction practitioner's self interest or situation that is not in trainee's best interest.

The travel instruction practitioner instructs in a discreet manner maintaining the trainee's integrity and confidentiality.

The travel instruction practitioner maintains written documentation of the trainee's progress each day the trainee receives instruction.

The travel instruction practitioner will report abuse or suspected abuse of trainee.

1.7 Confidentiality

The travel instruction practitioner respects trainees and family right to privacy. Private information should not be solicited unless it is necessary for assessment, research, or instruction.

The travel instruction practitioner shall not disclose information about a trainee obtained in the course of providing instruction unless such disclosure is required by law or serves a professional purpose. In all cases, the instructor discloses only the information necessary and relevant to achieve desired purpose.

The travel instruction practitioner should not disclose information about a trainee obtained in the course of providing instruction unless disclosure is required by law or serves a professional purpose.

The travel instruction practitioner respects and protects the trainee's written and electronic records and take steps to ensure that such records are not available to those not authorized to have access.

The travel instruction practitioner should not disclose identifying information when discussing trainees for teaching or training purposes unless trainee or guardian has consented in writing.

The travel instruction practitioner uses media such as photographs or videotapes of trainees only after obtaining trainee and/or guardian permission in writing.

1.8 Conflict of Interest

The travel instruction practitioner should avoid conflicts of interest that interfere with professional judgment, discretion or objectivity. The trainee and/or guardian must be informed if a conflict of interest arises and the travel instruction practitioner must take steps to resolve the issue in a manner that protects trainee's interest.

The travel instruction practitioner does not use professional relationships with trainees to further their personal, political or business interest.

The travel instruction practitioner should refuse gifts and gratuities of significance.

1.9 Inappropriate Sexual Activity with Trainees

The travel instruction practitioner should never engage in sexual activities with current or former trainees unable to give informed consent.

The travel instruction practitioner should not engage in sexual relationships with trainee's family or other individual with whom trainee has a relationship when there is the potential for harm or risk to the trainee.

1.10 Payment for Services

The travel instruction practitioner establishes fees that are fair and commensurate with the service provided to the client.

1.11 Advocacy

The travel instruction practitioner will advocate for each trainee's right for travel instruction.

2. Ethical Responsibility to Colleagues

2.1 Respect

The travel instruction practitioner treats colleagues with respect and represents fairly and accurately the qualifications, views and obligations of colleagues.

The travel instruction practitioner cooperates and interacts with other travel instructors and colleagues of other professions when it is in the best interest of trainee.

2.2 Referral for Services

The travel instruction practitioner should refer trainees to other professionals when others experience or knowledge is needed to provide for the best instruction of the trainee.

The travel instruction practitioner should not give or receive payment for a referral when professional service has not been provided by referring travel instruction practitioner.

2.3 Disputes Involving Colleagues

The instructor should not take advantage of a dispute between a colleague and an employer to obtain a position or advance their own self-interest.

2.4 Consultation

The travel instruction practitioner should seek the advice of a colleague whenever such consultation is in the best interest of the trainee.

2.5 Inappropriate Sexual Activity with Colleagues

Travel instruction practitioners who serve as supervisors or educators should not engage in sexual activities or conduct with current students, supervisees or other colleagues over whom they exercise authority.

Travel instruction practitioner should avoid sexual relationships with colleagues when there is the potential for a conflict of interest.

2.6 Impairment of Colleagues

Travel instruction practitioners who have direct knowledge of a colleague's impairment that adversely affects a trainee's instruction or safety, should consult with that colleague and assist colleague in obtaining proper help.

Travel instruction practitioners who believe that colleague has not taken steps to remedy the impairment and trainees safety is threatened should take action through appropriate channels (employers, supervisors, licensing bodies or professional organization.)

2.7 Incompetence of Colleagues

Travel instruction practitioners who have direct knowledge of a colleague's incompetence should consult with that colleague and assist colleague in taking remedial action to attain competence.

Travel instruction practitioners who believe that adequate steps have not been taken to address the incompetence should take action through appropriate channels.

3. Ethical Responsibilities as Professionals

3.1 Competence

The travel instruction practitioner should strive to become and remain proficient in the practice and performance of professional role and responsibility. Should be aware and keep current with existing and emerging knowledge relevant to the field of travel instruction.

3.2 Discrimination

The travel instruction practitioner should not engage in practices that condone, facilitate or cooperate with any form of discrimination on the basis of race, ethnicity, origin, color, age, religion, sex, sexual orientation, political belief or mental or physical disability.

3.3 Personal Conduct

The travel instruction practitioner should not permit personal conduct to interfere with their ability to fulfill professional responsibilities.

3.4 Integrity

The travel instruction practitioner should promote and maintain high standards of practice.

The travel instruction practitioner should prevent and expose the unqualified practice of travel instruction.

The travel instruction practitioner should not accept compensation that poses a conflict of interest.

3.5 Credit

The travel instruction practitioner should take responsibility and credit only for work they have performed or to which they have contributed.

I have read and I accept the Association of Travel Instruction Code of Ethics.

Print Name

Signature

Date

Once you have read and accepted the above ATI Code of Ethics, please print this page, cut off the above form along the dotted line, print your name, sign and date this form, and mail it to:

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