



## Transportation Policy and Guidance

The Boys & Girls Clubs of Border Towns (BGC-BT) is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

The Club only provides transportation between a Club site and an approved off-site location. The Club only transports youth in Club/Tribal owned vehicles or other vehicles pre-approved by leadership (such as renter or temporarily leased transportation). Staff or volunteer vehicles shall not be used for transporting members.

Only per-approved staff may drive Club Members. Volunteers are not authorized to participate as drivers, but may be a passenger if appropriate. The Club must have written parental/guardian permission for any Club providing transportation to an event or activity. **Membership**

### **Application**

Per-approved drivers shall **not**:

- Transport Club Members in personal vehicles.
- Transport only one member at a time. Enough staff must be present at all times to present a violation of the one-on-one policy.
- Use electronic devices such as cell phones, PDAs, or other communication devices for personal use while transporting club members to and from a club or club related activities.
- Operate a vehicle while under the influence of any substance (including legal medications that could impair the ability to safely operate the vehicle .

Staff drives **shall**:

- Be placed on BGC-BT/Tribal insurance policies as appropriate, prior to transporting members. Exceptions are not allowed.
- Participate in a safety/defensive driving class every 2 years. BGC-BT/Tribe shall arrange the class at no expense to the staff driver. Successful completion of the class is

mandatory. Staff shall not be allowed to drive members without successful participation of course.

- Notify leadership if there is a delay or issue with transporting members. Notification must be made as soon as it is safe to do so. The driver may not use hand held communication while the vehicle is in motion.
- Submit a written incident report detailing issues or concerns involving transporting members as soon as possible.
- Be allowed to use a hands-free electronic device solely for the purpose of GPS or driving directions. Address/location of destination must be entered into the device prior to putting the vehicle in motion.
- Keep an update log of all youth who are transported to and from a Club and Club related activities. The log shall note the date, the driver and any other adult present in each vehicle and time when transportation begins and ends.
- Check the vehicle upon arrival at the off-site location, and at the return to the Club site to ensure all members have exited the vehicle. If there are multiple drop-off locations, the driver shall note on the log which members get off at which location.
- Obey all state and local traffic laws.
- Have a valid driver's license.
- Visually inspect the vehicle for fuel level, condition of tires, fluid underneath the vehicle or any other apparent condition that may cause an unsafe condition, prior to the start of transportation of members.
- Staff to complete pre & post vehicle safety checklists for each trip.
- Staff to log the driver and youth being transported for each trip.

Staff and volunteer non-drivers:

- May use electronic devices for the purposes of coordinating travel arrangement, or for GPS/driving directions.
- Personal use of electronic devices while transporting members is not allowed.
- Shall assist the drive by being aware of any road conditions, traffic, etc. that might pose a safety concern.
- Shall not distract the driver.

Club/Tribal owned vehicles shall;

- Be visually inspected monthly for fluid leaks, lights, any obvious damage or maintenance needs. Content of emergency kit supplies shall be checked for expiration, damage or replacement.
- Comply with insurance, registration, smog checks and similar items.
- Be used for program purposes exclusively. Private use is not allowed.
- Be driven by licensed, insured individuals.

### Audit of Document Changes

Review/revision	Date	Approval*	Title

\*Approval can be performed by the Safety Chair or CEO after Safety Committee review of revised document.