VEHICLE TRANSPORTATION
POLICY & PROCEDURES

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POLICY

Boys & Girls Clubs Chaves and Lincoln Counties is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers and other adults. Boys & Girls Clubs Chaves and Lincoln Counties only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

DRIVERS:

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle).
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

VEHICLE

- Each agency vehicle should meet all local, state and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV, by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing
- requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained.

SHARED-USE RESTROOMS

- During transportation, field trips, and other off-site activities, only one child at a time may enter or use a public restroom, except when children are changing to or from swimming or washing their hands. Staff will first check the restroom when feasible and shall supervise from a position that protects the child's privacy while allowing staff to respond immediately. Staff and children will not use the restroom at the same time. Only one child at a time may use a toilet stall.
- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an "Occupied" sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

ACCIDENT OR EMERGENCY PROTOCOL

- Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
- Staff shall immediately inform Club leadership if a staff member, volunteer or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.

TRANSPORTATION RECORDS

- For each regular transportation route, field trip, or other trip involving members, the driver or assigned employee will maintain a transportation record identifying the date, vehicle, driver, destination or route, and the name of every child transported. The record will document each child's pickup time and drop-off time. Transportation records may be maintained electronically or on paper, will be retained for at least 12 months, and will be made available to BGCCLC leadership or the licensing authority upon request.
- Staff will conduct and document a head count before departure, after loading, upon arrival, before leaving each destination, and after unloading. The driver and an assigned employee, when present, will compare the children in the vehicle with the transportation record before the vehicle moves.
- After every trip, the driver will conduct a physical seat-by-seat inspection of the entire vehicle, including under and between seats, to confirm that no child remains. The driver will initial or sign the transportation record after completing the inspection.
- Any discrepancy, missing child, unplanned route change, delayed pickup or drop-off, accident, vehicle problem, or other transportation concern must be reported immediately to the Program Director or designee and documented through the appropriate incident-reporting process.