

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF MID CENTRAL COAST

POL002-1 Transportation Policy and Guidance

The Boys & Girls Clubs of Mid Central Coast (BGC MCC) 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 owned vehicles or other vehicles pre-approved by Club leadership (such as rented or temporarily leased transportation). Staff or volunteer vehicles shall not be used for transporting members.

Only pre-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 provided transportation of a member to an event or activity. See attachment.

Pre-approved staff drivers shall **not**:

- Transport Club members in personal vehicles.
- Transport only one member at a time. Enough staff or members must be present at all times to prevent a violation of the one-on-one policy. See policy POL003-1 One on One Contact.
- Use electronic devices such as cell phones, PDAs, or other communication devices for personal use while transporting 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. See Policy POL 005 and POL 006 for further information.

Staff drivers **shall**;

- Be placed on BGC MCC insurance policies as appropriate, prior to transporting members. Exceptions are not allowed.
- Participate in a Safety/Defensive Driving class every 2 years. BGC MCC 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 in a BGC MCC approved class, or if the last class was more than 2 years ago..
- Notify Club 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 devices 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 updated log of all youth who are transported to and from a Club and Club related activities. The log shall also note the date, the driver and any other adult present in each vehicle and the 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. The 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 and volunteer non-drivers;

- May use electronic devices solely for the purpose of coordinating travel arrangements, 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 owned vehicles shall;

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

Non Club owned vehicles;

- Private vehicles shall not be used for transporting members.
- Rented or short term leased vehicles shall be visually inspected for safety and damage. Any concerns shall be referred to the rental agency prior to operating the vehicle.

“Red-tag” of club vehicles- club owned or non-club owned:

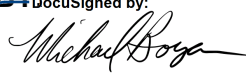
- At any inspection time point, the Chief Operating Officer (COO) can determine the disposition of a club vehicle.
- If the vehicle is determined to be unsafe for use, the COO will “red tag” the vehicle such that it will not be driven until the vehicle is serviced and repaired or is permanently red tagged for use.
- If repaired and determined to be safe, the COO will remove the red tag status and log the decision into the vehicle log book.

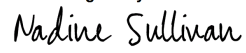
- If the vehicle cannot be repaired to a safe-driving status, the vehicle will be permanently removed from Club use and legal responsibility.
- Disposal of vehicle will be logged into the vehicle log book.

Attachment: BGCMCC Parental Permission slip

Reviewed and Approved:

Date: 7/29/2022

BY: DocuSigned by:

BA27BB87BACE4B9...
Chief Executive Officer

DocuSigned by:

EC9970348CCF486...
Board Chair (Board Approval)

Audit of Document Changes


Review / Revision	Date	Approval*	Title
	5/3/2022		

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

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BOYS & GIRLS CLUBS
OF MID CENTRAL COAST

BOYS & GIRLS CLUB OF MID CENTRAL COAST			
Keep This Portion			
<i>Date</i>		<i>Time</i>	
<i>Cost</i>			
<i>Notes</i>			
Thank you!			
Please return this permission slip by:			
Cut here			
			
Return This Portion to BGCMCC			
I give permission for my child:			
To attend:			
From:		To:	
		Date:	
Enclosed is \$		By signing below, I agree to allow BGCMCC to transport my child from the Club to and from the activity location.	
Parent/Guardian Signature			Date