



POL002B-1 Fleet Driver Transportation Policy and Guidance:

The Boys & Girls Clubs of Mid Central Coast (BGCMCC) is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

This policy describes process and procedures for authorized staff who operate or ride in organization-owned vehicles that transport members / minors at any time.

Drivers and riders are responsible for following all requirements described in Transportation Policies 002A and 002B.

Authorized Drivers

Only employees who meet all of the following requirements may operate an organization-owned vehicle:

- Hold a valid California driver's license appropriate for the vehicle type
- Be at least 18 years of age (or organizational minimum)
- Successfully complete required driver training prior to operating a vehicle
- Maintain an acceptable Motor Vehicle Record (MVR)
- Sign the Driver Acknowledgment and Agreement form

Authorization to drive may be revoked at any time based on driving record, safety concerns, or policy violations.

Driver Qualifications & Ongoing Monitoring

- Motor Vehicle Record (MVR) checks will be conducted prior to authorization and at least annually thereafter
- Drivers of Club vehicles must immediately notify their supervisor of:
 - License suspension or restriction
 - Any driving-related citation or accident (work-related or personal)
- Drivers must maintain a driving record free of disqualifying offenses, including but not limited to DUI, reckless driving, or excessive moving violations

Vehicle Use Guidelines

- Organization vehicles may only be used for approved, work-related purposes.



- Personal use of vehicles is strictly prohibited.
- Only authorized passengers (program participants and staff) may be transported.
- Seat belts must be worn by all occupants at all times: members ≤8 years old (or at the discretion of the driver) must have a booster seat for transportation.
- The number of passengers must not exceed manufacturer capacity.
- Use of cell phones or electronic devices while driving is prohibited, except hands-free where legally permitted.
- Smoking, vaping, alcohol, drugs, or illegal substances are prohibited in vehicles at all times (POL005 Drug Policy).

Youth Transportation & Supervision

- Drivers are responsible for maintaining appropriate supervision of youth at all times.
- Youth members less than 12 years old are not allowed to sit in the front seat of any BGCMCC vehicle.
- Food and drinks, except water, are not allowed in the vehicles.
- Drivers must perform regular inspections of the vehicle to ensure that all youth members are picked up and dropped off at the correct locations and times.
- A post-trip: Drivers must perform a seat-by-seat inspection of the vehicle to confirm that no youth members are left in the vehicle. Record in the Post Trip Vehicle form.
- If one youth member remains in a BGCMCC vehicle alone with the driver, the driver shall activate a live camera or video call, dual facing, during the entire duration of the trip (POL003 One-on-One Policy).
- When feasible, two-deep supervision should be used during transportation.
- Youth behavior expectations must be communicated at each use of the vehicle, and enforced to ensure safety.

Pre-Trip & Post-Trip Procedures and Inspections

Drivers must complete a pre-trip inspection before each use, including but not limited to:

- Tires, lights, mirrors, and brakes
- Fuel level
- Seat belts and child safety equipment
- Presence of required safety equipment- first aid kit and qualified fire extinguisher and reflective traffic warning signs.

Post-trip responsibilities include:



- Turn off the BGCMCC vehicle's air conditioning/heater BEFORE turning off the ignition to the BGCMCC vehicle.
- Close and lock ALL doors and windows after each vehicle use.
- Conducting a full vehicle sweep; Dispose of any trash left behind.
- Reporting any maintenance or safety concerns immediately.
- Secure the BGCMCC vehicle inside the designated area at the BGCMCC Club site after each use, and lock the gate to the designated area.

Additional Procedures

Reversing the vehicle:

Regardless of whether the vehicle is equipped with a backup camera system, a spotter should always be present to assist the driver with identifying blind spots and backing in the vehicle. The spotter shall: (a) walk around the vehicle and check for hazards before reversing; and (b) make sure he/she is visible to the driver the entire time while guiding the vehicle. If at any moment the spotter is not visible to the driver, the driver shall stop the vehicle and only proceed again once visibility and contact with the spotter has resumed. Additionally, when reversing a BGCMCC Vehicle, the BGCMCC Driver shall:

- Ensure that the vehicle's rear and side mirrors are clean and properly adjusted to maximize rear vision.
- Reverse slowly, use all mirrors when reversing.
- Never reverse over a long distance.
- Never reverse from a minor road onto a major road.
- If a vehicle approaches the BGCMCC Vehicle from behind, remain stationary and GIVE WAY until the oncoming vehicle passes.
- If driving an unfamiliar vehicle, practice reversing with a spotter to become aware of the vehicle's rear visibility, turning circle, and potential blind spots.

Accidents, Incidents & Emergencies

In the event of an accident, breakdown, or emergency, the driver shall:

- Ensure the well-being of yourself and passengers; and, after ensuring the well-being of yourself and passengers, relocate to a safe place nearby, if possible.
- Call 911 to report the incident, seek assistance, and report injuries, if any.
- Contact their immediate BGCMCC supervisor and/or the BGCMCC Safety Team to report the incident and request support, if needed. Once the BGCMCC supervisor and/or the BGCMCC Safety Team has been notified, if necessary, they can dispatch to the location of the incident to help with the documentation or to pick up youth members and/or BGCMCC personnel and safely transport them back to the appropriate location.



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- If the vehicle is unsafe to drive, the BGC MCC supervisor and/or the BGC MCC Safety Team shall coordinate a tow truck to remove the vehicle.
- Exchange documentation (e.g., driver's license, insurance, and vehicle registration) but at no point place or accept responsibility for the incident.
- Interview witnesses, if possible, and obtain contact information.
- Take pictures and/or videos of each vehicle involved in the incident (photos and/or videos should capture the entirety of the vehicle, include the license plate).
- Take pictures and/or videos of intersections and/or surrounding areas to document where the incident precisely took place.
- Once all documents are exchanged and photos and/or videos are taken, provide such documentation to the BGC MCC Senior Office Administrator. The BGC MCC Senior Office Administrator shall notify BGC MCC's insurance carrier. The BGC MCC Program Director or designated employee shall contact parents of youth members to notify them of the accident, if necessary.
- Complete and submit to that driver's designated BGC MCC supervisor a BGC MCC Incident/Accident report.
- Drivers must not admit fault or liability at the scene

Emergency contact information and accident reporting materials must be kept in each vehicle at all times.

Vehicle Maintenance & Care

- Vehicles must be maintained according to manufacturer and organizational schedules
- Drivers must report mechanical issues promptly and refrain from operating unsafe vehicles (Vehicle Maintenance log).
- Vehicles must be kept clean and free of hazards

Insurance & Compliance

All organization-owned vehicles are insured under the organization's commercial auto policy. Drivers must comply with all insurance and risk management requirements. Failure to do so may result in disciplinary action.

Disciplinary Action

Violations of this policy may result in disciplinary action, up to and including revocation of driving privileges and termination of employment.

Policy Review

This policy will be reviewed annually, per Safety Committee policy, and updated as necessary to reflect changes in law, insurance requirements, or organizational operations.

Acknowledgment



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All authorized drivers must sign an acknowledgment confirming they have read, understand, and agree to comply with this policy.

Reviewed and Approved:

02 / 19 /
Date: 2026

BY:

Chief Executive Officer

Board Chair (Board Approval) 02 / 19 / 2026