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**BOYS & GIRLS CLUBS**  
OF MID CENTRAL COAST

## **POL002A-3 General 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). Personal 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 in good health and properly rested.
- Drivers must be in good standing as determined by BGC MCC staff.
  - Proof of valid driver's license must be provided prior to driving club vehicles.
- Drivers of Club vehicles must immediately notify their supervisor of:
  - License suspension or restriction

- Any driving-related citation or accident (work-related or personal)
- Participate in a Safety/Defensive Driving class every 2 years. BGCMMCC 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 BGCMMCC 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. 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.
- 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 driver 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 functioning properly, 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 BGCMMCC 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) or designee can

determine the disposition of a club vehicle.

- If the vehicle is determined to be unsafe for use, the COO or designee 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 or designee 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.

**Accident or Emergency Protocol**

- Ensure the safety of all passengers first.
- Call 911, if in an accident.
- 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 cases, the organization will take appropriate disciplinary action, up to and including termination.
- Complete an incident or accident report as soon as possible.
- If in an accident, drivers must not admit fault or liability at the scene.

02 / 19 / 2026

Attachment: BGCMCC Parental Permission slip

**Reviewed and Approved:**

02 / 19 /

Date: 2026

BY: 

\_\_\_\_\_  
Chief Executive Officer



\_\_\_\_\_  
Board Chair (Board Approval)

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**BOYS & GIRLS CLUBS**  
OF MID CENTRAL COAST

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**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