

Transportation Policy

Boys & Girls Clubs of Newport County is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. Boys & Girls Clubs of Newport County 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.

DRIVER POLICIES:

- 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); log must be signed daily to ensure compliance.
- 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.
- Vehicles must be turned off and keys removed from ignition when there are passengers in the vehicle and you are not in transit.
- All passengers must cross in front of vehicle, when the driver indicates it is safe to do so.
- No children under the age of 13 are allowed in the front seats of any vehicle.
- Drivers and monitors are responsible for ensuring all children are released to an authorized adult as indicated on the member's registration form. IDs MUST be checked until familiarity is determined.
- Staff should never release a child to an adult that is under the influence of drugs or alcohol.
- While transporting Members to school: Members will be released to school personal directly. It is the Staff's responsibility to ensure the chain of custody is not broken for any member in our care.

RULES MEMBERS MUST FOLLOW

- No throwing items out of the vehicles.
- Passengers are responsible for any damage caused by them.
- Conversations and language must be appropriate.
- Seat belts MUST BE worn at all times.
- Behave and do not distract the driver.
- Keep your body to yourself.

- Arms and legs must remain in the vehicle at all times.
- Keep emergency exit doors free from any clutter, no back packs blocking emergency exits.
- No food or drinks besides water are allowed in club vehicles.
- The radio is a privilege for good behavior and safe riding, passengers must earn the right to the radio.

VEHICLE SAFETY AND INSPECTIONS

- 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 and exterior physical damage must be repaired promptly.
- Refuel vehicle(s) when there are no passengers present. Refuel vehicles when the tanks reaches $\frac{1}{4}$ tank.
- Unscheduled and unauthorized stops are not permissible, unless an emergency occurs.

Field Trips

SHARED-USE RESTROOMS

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- 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.

Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.

If you have questions regarding any of the above policies, please speak with your supervisor to seek clarity. By signing below, you are acknowledging that you have read and understand the above policies. Your signature also indicates that you are responsible to adhere and follow the above policies. Misconduct hereafter will result in disciplinary actions up to and including termination.

Name of Staff or Volunteer (print): _____

Please circle one: STAFF VOLUNTEER

SIGNATURE: _____ DATE: _____

Supervisor: _____ DATE: _____