



TRANSPORTATION POLICY

In the process of delivering the diversity of programs, activities and services, we are often charged with the responsibility of transporting young people to and from our Clubs to destinations within and out of town. We expect all staff members, volunteers to take this responsibility very seriously, and drivers of Boys & Girls Club vehicles to carry out this duty with the utmost professionalism.

It is the policy of the Boys & Girls Clubs of St. Charles County to transport, or provide transportation, to applicable Club members, staff, volunteers and approved guests, to and from all relevant program activities held away from the Club. We shall also provide transportation from selected schools on designated days after school to particular Club sites.

DRIVERS

"Driver" means every person who at anytime operates a Club vehicle, including those required to use a vehicle as a part of their job duties as well as those whose use of a vehicle is elective.

Only those staff and volunteers designated by the CEO as having been accepted as a covered driver by our insurance company may drive Club vehicles. Drivers must possess a valid operator's license of the type required by the vehicle used, and one of the states, Commonwealths, territories, or possessions of the United States must issue this license or by a Canadian province; other international licenses are not acceptable. All drivers of Boys & Girls Club vehicles must have on file a copy of their current license with the Personnel Manager.

Drivers must comply with all license restrictions and obey all laws of the jurisdiction in which he/she operates the vehicle. Drivers must know and observe applicable traffic laws, ordinances and regulations, and use reasonable and safe driving practices at all times. Drivers must operate the vehicle at safe, legal speeds appropriate for traffic, weather and road conditions.

Drivers operating Club vehicles must inform the Unit Director and/or the CEO immediately of the suspension or revocation of their driver's license or driving privileges and may not operate Club vehicles.

Club vehicle drivers shall not:

- Operate a Club vehicle when his/her ability to drive is impaired by alcohol or drugs (including legal drugs that diminish the capability to drive safely).
- Transport or consume alcoholic beverages or illegally possessed controlled substances in a Club vehicle.

- Smoke or use tobacco products, or allow passengers to smoke or use tobacco products in a Club vehicle.

On extended trips, the length of a trip and the time required to complete a trip can cause adverse effects for the ability of the operator to drive the vehicle.

- Any trip (or trip segment) exceeding six hours must include at least one fifteen-minute rest stop.
- Any trip (or trip segment) exceeding ten hours must include at least one thirty-minute (or more) stop in addition to the 15-minute rest stop.
- No driver shall drive more than twelve hours during any 24-hour period. Driving time is inclusive of short rest stops. E.g., a driver leaving at 9:00 AM and stopping at 4:00 PM with one 15-minute stop and one 30-minute stop has driven seven hours. A driver going off-duty should not become the navigator.
- No trip segment shall exceed sixteen hours. After sixteen hours, the driver(s) must stop for at least eight hours. This rule is to be observed even if there are multiple approved drivers.

VEHICLES

“Club vehicles” includes all licensed vehicles owned, leased, rented or borrowed by or for the Boys & Girls Clubs of St. Charles County.

Members will only be transported in Boys & Girls Club vehicles, except in emergency situations (where health and safety considerations require the immediate transportation of (an) individual(s) by whatever means necessary) or in vehicles requisitioned for a specific purpose as approved by the CEO.

Club vehicles are never to transport more passengers than the vehicle is legally designed to carry.

If a Club vehicle is equipped with “seat belts” all occupants of the vehicle must use the seat belts in the manner in which they were designed at all times the vehicle is in operation. The proper use of safety restraints by passengers in Club vehicles shall be the responsibility of the operator of the vehicle.

All passengers are to ride in a seat as the vehicle was designed. No passengers are to ride standing, sitting or lying on the floor, on another passenger’s lap, or anywhere else in or on a Club vehicle inconsistent with the way the vehicle was designed.

An approved licensed mechanic as arranged by the CEO shall inspect all Club vehicles annually.

EMERGENCIES

In any emergency, a staff’s first concern is the safety of the members. Staff involved in an accident while in a Club vehicle must react diligently to assure member’s safety. Staff to administer First Aid as necessary and notify law enforcement, Club management and members parents immediately. Medical professional should evaluate a member health.

Club vehicle registration and proof of insurance papers are located in the glove compartment all vehicles.

All Club vehicles should have on board at all times a First aid kit, emergency triangles, fire extinguisher, rubber gloves, emesis bag, trash bags, flashlight, ice scraper, and batteries.

PROCEDURES

Vehicle Keys

Company vehicle keys at the front desk designated by the Membership and Personnel Manager. Upon return from any trip, keys are to be returned immediately to the front desk personnel.

Vehicle may be reserved for known upcoming events by use of the Vehicle Reservation Form at the front desk. Always check the Vehicle Reservation Form prior to taking a vehicle to ensure no one has that vehicle reserved for use at that time.

Fueling Vehicles and Vehicle Maintenance

Vehicle drivers are responsible for monitoring vehicle fuel. The Club credit card may be signed out from the CEO in order to fuel vehicles. The credit card and receipt are to be returned to the CEO immediately upon returning to the Club after fueling.

If a driver does not have the Club credit card on their person and it becomes necessary to fuel a vehicle, that driver may pay for the fuel and will be reimbursed upon presenting a receipt to the Membership and Personnel Manager.

Drivers should report vehicles in need of fueling to the Unit Director upon return from trips.

Drivers are to do a visual safety check of vehicle prior to leaving and again upon return. Look for vehicle damage; look for leaks, and check tires, lights, wipers, turn signals, brakes and any other obvious signs of needed maintenance. Report any maintenance issues to the Unit Director or Director of Operations for Maintenance Request Form immediately.

Parking Vehicles

- Club vehicles are to be parked in the designated areas of the Club.
- Vehicle drivers are responsible for making sure all vehicle doors are shut and locked, all windows shut, and all interior components shut off (i.e. lights, air-conditioner, heater fan, radio, windshield wipers, etc.).
- The vehicle driver is responsible for seeing to it that the vehicle is cleaned out of all trash and items left behind upon return to the Club.

After School Transportation

Only those members who have submitted permission slips signed by their parent/guardian may ride in the Club vehicles to the Club after school.

The Membership and Personnel Manager will provide a list of those members who are eligible to ride the Boys & Girls Club vehicle to the Club from their designated school to the driver.

Vehicle drivers are to check off members on the transportation list as they enter the vehicle each day. Counts are to be tallied and turned in to the Unit Director each month.

Members must have their Club card (or receipt) in order to attend the Club. If a member is on the list and does not have their card, they must report to the front desk upon entering the Club.

Vehicle drivers are to check all doors to be secure/close. No children to let off any children or be responsible for checking doors or securing vehicle.

Field Trips and Trips to Program Activities

When applicable, only those members who have submitted permission slips signed by their parent/guardian may ride in the Club vehicles.

A list of all participating members, staff, volunteers and guests must be left with the front desk staff. A list is to accompany the group on the trip along with the permission slips.

Before departing for any trip, the driver is responsible for making sure the following items are on board:

- Passenger list
- Cell phone
- First Aid Kit
- Trash bag
- Emergency triangles
- Fire extinguisher
- Credit card (if applicable)

The second staff person or volunteer in a vehicle with a group of members is not to sit in the front seat next to the driver, but among the members for supervision.

Emergency Procedures

Follow Crisis Management Plan procedures

Immediately following the event of an accident in which a Club vehicle is involved, the following steps are implemented:

- a) Stop the vehicle in a safe location.
- b) If the danger is immediate, i.e. fire, evacuate passengers, turn off engine
- c) Turn on flashers and set out emergency triangles.
- d) Assess all passengers for injuries. Administer first aid procedures if necessary.
- e) Call for emergency assistance if necessary (ambulance, fire department, etc.).
- f) Notify law enforcement authorities. Do not leave the scene of the accident until authorized by law enforcement officials.
- g) Cooperate with the authorities, but do not admit fault or give written statements.
- h) Assess damages to Club vehicle, other vehicles, and property.
- i) Notify / wait for any other vehicles traveling in your party.
- j) Notify Club management staff as to the status of your situation.
- k) If the vehicle is damaged and cannot be driven, call the Club to arrange for pick up.
- l) Upon return to the Club, complete an Incident Report and Injury Reports for passengers sustaining injuries, no matter how minor.

Violations of this policy or procedures herein may result in disciplinary action including suspension of Club vehicle driving privileges, suspension for work without pay, or termination.

Should an employee or volunteer lose their Club vehicle driving privileges due to policy violation, he/she may be required to take a driver safety course at the driver's expense prior to regaining Club vehicle driving privileges.