

Policy No: OP 312.0 Transporting Club Members Policy

Previously: OP.4.1.005

Effective	Reviewed	Revised	Related Procedures and Forms:
04/16/2018		08/12/2021 09/10/2021 03/02/2023	

POLICY: BGCT is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. BGCT 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.

GUIDELINES:

DRIVERS

- Must submit 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 in 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 must be present in the vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, or other communication devices while transporting members to and from the Clubhouse or Club-related activities.
- Will not leave a Club member(s) unattended in a vehicle.

POLICY MANUAL - OPERATIONS SECTION

VEHICLE

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV 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.

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.
- 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.
- Youth shall follow the “rule of three” in using public restrooms.
- At least two youth and an adult staff will be permitted to walk to a bathroom. 1 staff is prohibited to escort 1 youth to the restroom.
- At the restroom, an odd number of youth must access/enter a multi-stall facility together. Assuring 1 youth per stall. The adult staff will remain outside the restroom door to provide auditory surveillance.
- Staff will stand in the restroom doorway and/or hold the door at least partially open when supervising member(s) 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

- Drivers should immediately notify the 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 a case, the organization will take appropriate disciplinary action, up to and including termination.