

# GREAT FUTURES START **HERE.**



## Transportation & Vehicle Policy

**Authorization Date: November 14, 2023**

### **Policy Statement**

Boys & Girls Clubs of Greater Kalamazoo 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 to and from the Club Units and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership. Club vehicles are registered, insured and on a regular maintenance schedule. Stored within each vehicle is a complete first aid kit, working fire extinguisher and reflective traffic warning signs.

### **Guidelines and Preventative Measures**

Staff and drivers will not:

- Transport Club members in personal vehicles.
- Transport one member at a time.
- Use cell phones or other electronic devices while transporting members to and from the Club Units or Club related activities.
- Operate vehicle while under the influence of alcohol or drugs.
- Smoke or vape, play excessively loud music, or wear headphones/ear buds.
- Leave children unattended in a vehicle.

Staff and drivers will:

- Only transport members in official Club vehicles.
- Ensure the staff-to-member ratio is followed. When possible, as a best practice, have at least two adult staff present when transporting members.
  - If it is not possible to maintain the staff-to-member ratio or for two adult staff members to be present, the staff member must video call their supervisor for the duration of the trip.
- Abide by the one-on-one policy when transporting members.
- Keep an updated log of all youth who are transported to and from the Club Units and Club related activities as well as emergency identification and contact information for all youth.
- Ensure all passengers are securely seated and horseplay or rowdy behavior is not tolerated. Members will not be allowed to put heads, arms or other body parts outside windows.
- Keep doors properly closed and locked.
- Ensure heat and air conditioning are in good working order. Acceptable temperatures are between 50-75°.

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**BOYS & GIRLS CLUBS**  
OF GREATER KALAMAZOO

- Strictly obey all traffic laws.
- Immediately notify supervisor if there is a delay, an emergency, or any issue with transporting members to and from the Club Units or Club related activities.
  - Use first aid kit as needed or call 911.
- Pull over in a safe location (parking lot, rest area, auto repair shop) if any maintenance or repair concerns arise or if the vehicle does not seem in safe working condition to continue driving (noises, grinding, leaks, smoke, flat tire, etc.).
  - Use reflective warning signs and fire extinguisher as required.
- Submit written reports detailing issues or incidents involving transporting members to and from the Club Units or Club related activities.

## **Cleanliness and Upkeep**

Club vehicles must be kept clean and sanitary.

Staff and drivers will:

- Remove all food and drinks after use.
- Clean up any spills and remove all trash, debris, personal items, program supplies from vehicle after use.
- Ensure that the gas tank is not empty when returning vehicle.

## **License and Insurance**

Boys & Girls Clubs of Greater Kalamazoo will save a copy of the employee's valid driver's license and will add the employee to our organization's auto insurance policy. Prior to any employee transporting youth, the employee must obtain a chauffeur's license. All documentation will be kept in the employee's personnel file. Note: the insurance provider runs driver background checks and notifies BGC if an employee's driver license becomes invalid or if the employee is uninsurable. If the insurance is revoked, the employee immediately loses the ability to drive Club vehicles and transport youth until restrictions are lifted.

If any employee receives a driving violation, web based or other driver training must be completed prior to driving Club vehicles and transporting youth.