



BOYS & GIRLS CLUB
OF LAKE TAHOE

Vehicle Safety (Transportation) Policy

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Policy Statement

The Club may only transport youth in official Club vehicles that are approved by Club leadership. Only staff members who have a current Commercial Class B License with a Passenger (P) endorsement may transport others in the 15-passenger van.

Employees required to drive for Club activities will undergo transportation training with the Club Director. An employee operating a Club vehicle must also complete a training in all safety aspects of Club vehicle operation and a driving test before operating any Club vehicle. Permission to drive a Club vehicle can be revoked at any time.

The Facilities team ensures that Club vehicles are clean, maintained, and meet all local, state, and federal requirements. Prior to transporting Club members offsite, a Facilities employee will inspect the Club vehicle to make sure there is adequate fuel and that the vehicle meets the DMV requirements.

While transporting youth, the driver must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities. At least three individuals should be present when transporting members and if one child remains, at least two adults must be present in the vehicle. No children may be left alone in a vehicle. A log should be maintained with the date, times, and locations of pickups and drop offs. Any issues or incidents that occur while a vehicle is in operation should be written up in an Incident Report.

Personal and Club phones or other navigation devices may be used hands-free for navigating to a Club program or event. The driver should exercise caution using any map application and have an adult passenger assist when possible. Phone calls, texting, typing, or taking photos or videos while operating a Club vehicle or personal vehicle to a Club program or event are strictly prohibited.

Club vehicles may only be used for Club-related transportation. Using a Club vehicle for personal use, such as running errands or getting something to eat, is prohibited unless it is approved in advance by the driver's supervisor, the Executive Director, or the Club Director.

Employees required to drive their car while on the job must maintain vehicle insurance and licensure in compliance with state laws. All drivers must provide a clean driving record, proof of a current driver's license, and personal insurance before operating any Club vehicle. Documentation will be kept on file in a secure location. The Club assumes no responsibility for fire, theft, collision, or parking or moving violations, at any time, for



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any employee vehicle.

All drivers should be prepared to respond if an incident occurs and notify the senior administration team at the earliest opportunity if there is a delay or issue (e.g. breakdown, accident, emergency). Any employee should inform the Executive Director or employee from the senior administration team at the earliest opportunity if a staff member, volunteer, or board member violates any part of the Vehicle Safety (Transportation) Policy.

Reason for Policy

There are times that members and/or staff may need transportation to and from Clubhouses and to approved off site locations. The Club acknowledges that operating a vehicle is a risky activity with serious consequences if protocols and policies aren't adhered to.

Who Should Read This Policy

All Club employees, volunteers, and Board of Directors

Resources

"Transportation Policy" - BGCA

<https://www.bgca.net/Utilities/Uploads/Handler/Uploader.ashx?area=composer&filename=Transportation+Policy+Template+PDF.pdf&fileguid=2065f333-09e0-4422-8056-e350145c4f76>

"Restroom Safety Policy" - Boys & Girls Club of Lake Tahoe

https://docs.google.com/document/d/1fdJmhriru_ko9_-tWw6nTYb8bWmRureLihgIkCfS-fw/edit?usp=drive_link

Definitions

"Club vehicle" includes any vehicle owned, licensed, and insured by the Boys & Girls Club of Lake Tahoe that is operated by an approved Club staff member, volunteer, or board member.

"Personal vehicle" is any vehicle operated, owned, licensed, and insured by an approved Club staff member, volunteer, or board member.

The Policy

All drivers, whether they are operating a personal or Club vehicle for Club purposes, must adhere to the Vehicle Safety (Transportation) Policy.



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Club Vehicle Operation Protocols

There are times the Club provides transportation for members and/or staff to and from its Clubhouses to approved off site locations. The Club only transports youth in official Club vehicles that are approved by Club leadership. Only staff members who have a current Commercial Class B License with a Passenger (P) endorsement may transport others in the 15-passenger van. All Commercial Class B License holders must meet current CDL and federal medical requirements.

Employees required to drive for Club activities will undergo transportation training with the Club Director. An employee operating a Club vehicle must also complete a training in all safety aspects of Club vehicle operation and a driving test before operating any Club vehicle. Permission to drive a Club vehicle can be revoked at any time.

All Club vehicles must meet local, state, and federal inspection and licensing requirements. Prior to transporting Club members offsite, an employee in the Facilities team will inspect the Club vehicle the work day prior and on the day of the offsite activity. The Facilities employee will make sure that there is adequate fuel and that the vehicle meets the DMV requirements. Requirements include, but are not limited to, checking the vehicle's fluids, tires, exterior, seats, seatbelts, and seats for any damage or issues. If the Facilities employee does not deem the vehicle is operable, another vehicle will be selected or transport to the activity will be canceled. Any problems will be addressed promptly.

The Facilities team ensures that the vehicles are kept clean, regular maintenance is performed, and that any problems are addressed promptly. All vehicles contain a first-aid kit, a working and current fire extinguisher, and traffic warning signs (e.g. triangles or flares).

While transporting youth, the driver must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities. At least three individuals should be present when transporting members and if one child remains, at least two adults must be present in the vehicle. No children may be left alone in a vehicle and the driver should confirm, seat-by-seat, that the vehicle is empty. A log should be maintained with the date, times, and locations of pickups and drop offs. Any issues or incidents that occur while a vehicle is in operation should be written up in an Incident Report.

Personal and Club phones or other navigation devices may be used hands-free for navigating to a Club program or event. The driver should exercise caution using any map application and have an adult passenger assist when possible. Phone calls,



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texting, typing, or taking photos or videos while operating a Club vehicle or personal vehicle to a Club program or event are strictly prohibited.

Club vehicles may only be used for Club-related transportation. Using a Club vehicle for personal use, such as running errands or getting something to eat, is prohibited unless it is approved in advance by the driver's supervisor, the Executive Director, or the Club Director. If the driver is taking Club members off site for the day or during the driver's allocated lunch time, the driver is expected to park the vehicle at the off site destination for the duration of the activity. Any time the driver leaves the Club vehicle during their scheduled driving shift, the driver should let a Club employee present and their own supervisor know their whereabouts.

Personal Vehicle Protocols

Employees required to drive their car while on the job must maintain vehicle insurance and licensure in compliance with state laws. Employees must allow for a DMV background check and be cleared to transport youth without any barrier crimes (see barrier crimes listed in the Background Checks, Barrier Crimes, Reference Checks, and Mandatory Reporting/Child Abuse Prevention and Response (AB 506) Policy). All drivers must provide a clean driving record, proof of a current driver's license, and personal insurance before operating any Club vehicle. Documentation will be kept on file in a secure location. Youth may not be transferred in an employee vehicle unless the employee is on the emergency contact list of the member or it is an emergency situation. The Boys & Girls Club of Lake Tahoe assumes no responsibility for fire, theft, collision, or parking or moving violations, at any time, for any employee vehicle.

Restroom Protocols

All offsite restroom protocols outlined in the Club's Restroom Safety Policy must be adhered at any offsite location.

Accident and Emergency Protocols

While the Club strives to prevent any accidents or emergencies that could arise, all drivers should be prepared to respond if an incident occurs. A driver should notify the senior administration team at the earliest opportunity if there is a delay or issue (e.g. breakdown, accident, emergency) with transporting Club members to and from a Club site or Club-related activities. Any employee should inform the Executive Director or employee from the senior administration team at the earliest opportunity if a staff member, volunteer, or board member violates this policy in any way. The Club will take appropriate disciplinary action, up to and including, termination.