

Transportation Policy

The Boys & Girls Club of Greater Ventura 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 Clubhouse and various approved off-site locations. Club youth are only transported in Club vehicles or other vehicles approved by Club leadership.

Staff or Drivers **shall not**:

- Transport Club members in personal vehicles.
- Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities.
- Transport one member at a time. * **Only exceptions are:**
 1. School pick-ups where only one child is in attendance and waiting at a school to be picked up
 2. An emergency situation has arisen, and the Director of Operations or CEO has deemed it necessary and given you permission to transport a child in a Club vehicle.

For both exceptions - the camera in the van must be present and actively recording the trip. Driver will have leadership review the camera footage within a 24-hour period.

Staff or Drivers **shall**:

- Only transport members in official Club vehicles
- Ensure at least three individuals are present when transporting members *
- Abide by the one-on-one policy when transporting members.
- Carry membership contact info and medical releases
- Keep an updated log of all youth who are transported to and from the Clubhouse and Club related activities. Attendance/absence is taken/logged at time of pick-up from school. For field trips a roll call is taken and logged on a trip sheet before leaving Club and again before returning from destination.
- For field trips – leave a copy of the trip sheet with member names, destination of trip, departure / return time with Branch Director. It should be posted on the wall for all staff to access.
- Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities.
- Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.

Please note that this is a living document and may be updated from time to time as needed.