



Wakeman Boys & Girls Club (WBGC) is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. WBGC only provides transportation to and from the Clubhouse and various approved off-site locations. Only WBGC staff and specifically approved volunteers may transport members. WBGC only transports youth in WBGC vehicles or other vehicles approved by WBGC leadership.

ALL TRANSPORTORS:

- Must keep an updated list of all youth who are transported to and from the Clubhouse and WBGC-related activities.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must immediately notify WBGC leadership if there is a delay or issue with transporting members to and from the Clubhouse or WBGC related activities.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from WBGC-related activities.
- Must never use cell phones, PDAs or other communication devices while transporting members.
- Must abide by the one-on-one policy when transporting members.
 - Explicit permission must be given by the CEO or their delegate to make exception to this requirement.

DRIVERS:

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must only transport members in official WBGC vehicles.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must never transport WBGC members in personal vehicles.
- Must perform a vehicle safety check prior to each trip in accordance with a checklist provided by WBGC leadership.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or WBGC-related activities.

VEHICLE

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV by 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.
- Each vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

WALKING TRANSPORT

- When walking to or from a WBGC program location or when on a field trip, staff and volunteers will follow road safety, crossing at crosswalks, staying attentive to traffic and other road hazards and uphold the safety of the children at all times.
- All shall follow the “rule of three” while walking, with at least two youth and an adult walking.
- With groups of youth members larger than six, at least two staff members, one in the front and one in the rear will be required.

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.
- Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by youth members to ensure that the facility is free of adults – and clear of youth not involved in the WBGC program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member 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, WBGC 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 WBGC members have exited the restroom before they can enter.

ACCIDENT OR EMERGENCY PROTOCOL

- Staff should immediately notify WBGC leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or WBGC-related activities.
- Staff shall immediately inform WBGC leadership if a staff member, volunteer, or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.