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## Boys & Girls Clubs of Lincoln/Lancaster County

### Transportation Guidelines & Procedures

#### **Field Trips**

Periodically, Boys & Girls Clubs of Lincoln/Lancaster County (BGCL or “Club”) will provide opportunities to take members on trips from Club locations. Each Club Director is responsible for ensuring the staff provide a safe and positive experience on these trips.

The following guidelines and procedures must be followed:

- Any trip from a BGCL location requires a signed permission slip by a parent or guardian.
- Trips are a privilege and not a right. Only members that behave in the Club should go on trips outside the Club. Staff will routinely remind members and parents of this understanding.
- Staff will review the key points of trip guidelines with parents during the orientation process.
- Only currently active members may go on BGCL trips.
- Members must have a completed permission slip, signed by their parent or guardian in order to go on a trip. Permission cannot be given over the phone.
- When necessary, special instructions should be written on the permission slip to give parents as much information as possible to help have their child prepared for the field trip. For example, dress warm with hat, boots, gloves, coat, and an extra pair of pants if it is a sledding trip.
- For overnight or longer trips (over 60 miles away), a letter explaining the trip with a packing list, emergency phone numbers, power of attorney, hotel address and phone number must be given to parents. A special parent orientation must be held as well for overnight trips to orient parents and members to the trip’s purpose, rules, and expectations.
- Two excursion rosters must be completed for each trip. One roster stays at the Club locations and the other roster with permission slips are taken on the trip by the lead staff.
- On all trips, chaperones are assigned members for the duration of the trip. That staff member has total responsibility for those children during the trip.
- Members are checked in prior to boarding and departing the vehicle.
- Control and planning are essential on all trips.
- Staff should remember the field trip group represents the Club anytime we leave the premises.
- Staff will review expectations/rules, as well as what Club members will see or participate in, prior to the trip so members are adequately prepared for every trip.
- Field trips may only involve destinations described on the permission slips. Changes can only be made with written permission of parents.

- All permission slips must be filed in member's file upon return from the trip.
- All excursion rosters must be filed in a file by year.
- Club Directors will write thank you letter/notes (if appropriate) upon returning to the Club

## **Other Transportation Procedures**

- Any youth transported to the Club from a designated pick-up site must be a current Club member
- There is no smoking allowed in BGCL vehicles.
- All Club members **MUST** wear seat belts/restraints and safety equipment at all times during the transportation service.
- There is no texting or cell phone use allowed by staff while driving
- Drivers must perform a basic check of the vehicle prior to each trip.
- Single Club members should not be transported with only 1 staff member in the vehicle.
- Club members should not be transported in personal vehicles.
- Vehicle doors must be locked when the vehicle is in motion.
- Drivers of 10-passenger vans must be at least 21 years of age, complete a BGCL van driver safety training program annually and meet BGCL driving eligibility requirements.
- Drivers of 12-15-passenger People Movers or passenger vans must be at least 25 years of age, complete a BGCL van driver safety training program, 12-15-passenger van training, and meet BGCL driving eligibility requirements annually.
- Current and valid vehicle driver's licenses are retained in personnel files.
- Appropriate staff-to-member ratios are to be maintained on all trips.
- **STAFF SEATING** on buses and vans:
  - When more than one staff member is riding in the vehicle, staff should be assigned seats to maximize visual coverage of the Club members while on the vehicle. For example, staff must be assigned to the very last bench on the vehicle to be able to see the entire vehicle ridership during the trip and the rest of the staff should be staggered throughout the vehicle. This is not a time for staff to talk with each other. SUPERVISION OF MEMBERS is continuous until members arrive back at Club locations and have been picked up by their parents.
- The staff driver must **NEVER** leave children unattended on the vehicle.
- A signed and completed parent permission slip must be on file at the Club prior to a youth being allowed to be transported to the Club from school.
- The staff driver is responsible for having a list of eligible riders with him/her at all times.
- Youth not on the approved list will not be eligible to be transported - **NO EXCEPTIONS.**
- At each pick-up site, the driver will turn off the vehicle, exit the vehicle and stand by the door to check off/scan eligible riders as they board or depart the vehicle.
- Using a 10-passenger van: These vans can only transport 10 total people, including the driver, at one time (9 members and 1 driver or 8 members and 1 driver and 1 staff member)

- Using a 15-person People Mover or 15-passenger van: These vans can only transport 15 total people, including the driver, at one time (14 members and 1 driver or 13 members and 1 driver and 1 staff member)
- Upon arrival at Club locations, the driver will park the vehicle and the youth will walk to the front door of the club.
- The driver/staff member must physically check all seats on the van/bus to ensure all passengers have departed prior to parking the van/bus.
  
- In case of emergency...
  - If a Club member becomes ill, staff should contact the Club and remain with the child until it is determined how to best treat the youth.
  - If the vehicle breaks down, staff shall have the Club members exit the vehicle to a safe area and contact the Club Director immediately for assistance.
  - In the case of an accident, staff will pull the vehicle off the road to a safe area, check all passengers to make sure they are safe and, if possible, lead all passengers to a safe area. Staff will contact the Club Director immediately, contact the police, complete an accident report, and collect all information from the other drivers.