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***BGCM - Transportation and Traveling with Members Policy***

Boys & Girls Clubs of the Midlands (BGCM or Club) is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

BGCM only provides transportation to and from Club locations and approved off-site locations. BGCM only transports youth in Club vehicles or other vehicles approved by BGCM leadership.

Staff shall not:

* Transport Club members in personal vehicles.
* Transport one member at a time.
* Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from Club-related activities.

Staff shall:

* Only transport members in official Club vehicles
* Ensure at least 1 other person (BGCM staff or Club member) is present when transporting members
* Abide by the one-on-one contact policy when transporting members.
* Keep an updated list of all youth who are transported to and from Club locations while on Club-related activities

Drivers shall:

* Keep a log of all youth who are picked-up and dropped off.
* Perform regular checks to ensure all Club members are picked-up and dropped-off at the appropriate times and locations.
* Immediately notify BGCM leadership if there is a delay or issue with transporting members to and from Club locations on Club-related activities.
* Submit written reports detailing issues or incidents involving transporting members to BGCM leadership before leaving on the day of the incident.
* Have a valid driver’s/operator’s license issued by the state of Nebraska or Iowa
* Annually pass the Boys & Girls Club of America on-line drivers’ safety course

\*See BGCM Transportation Guidelines and Procedures for detailed transportation processes