



TRANSPORTATION AND TRAVELING WITH MEMBERS POLICY

Objective:

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.

Policy:

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. With prior approval, from Supervisor, staff are expected to FaceTime another BGCM staff while driving in a 1:1 situation.

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

DEPARTMENT:	Human Resources	POLICY TITLE:	Transportation and Traveling with Members Policy
EFFECTIVE DATE:	01/2024	APPROVAL DATE:	01/2024
APPROVED BY:	BGCA	REVISION DATE:	10/10/2025