



## TRANSPORTATION POLICY

The <Organization Name> may provide transportation for programs, services and activities. The purpose of this is to ensure that all owned or leased vehicles are used and operated safely and in compliance with all Federal, State and Local laws and regulations.

### Drivers:

Drivers will be thoroughly screened in accordance to these organization policies in addition to other organization screening procedures:

1. All drivers will possess a current and valid state operator's license for the vehicle in use
2. Drivers transporting youth will be at least [21] years of age
3. A MVR (Motor Vehicle Report) will be obtained on all drivers prior to using vehicles and again on an annual basis

Standards for acceptable histories and traffic convictions should be at least as outlines below:

1. No more than one conviction in the last 2 years
2. No more than two convictions in the last 5 years
3. No history of DUI, reckless driving, vehicular manslaughter, or other felony driving conviction
4. No suspension or revocation of license within the last 5 years

When staff utilize their personal vehicle for organization use they will gain prior written approval from their supervisor and provide the following documentation prior to any business use:

1. Current proof of auto liability insurance
2. Current proof of registration
3. Current proof of any state inspection standards (as appropriate)

Organization staff should not drive program participants in their personal vehicles at any time <except in emergency situations>.

All drivers shall complete a Drivers Information Form that will be kept in their personnel file (See Addendums).

## **Training**

Drivers of passengers shall be trained to assure the safety of each passenger and the property of others. Each driver shall be instructed how to operate the vehicles properly and safely. A road test should be conducted prior to allowing the driver to take the vehicle with passengers.

A staff member that is trained and responsible for rendering first aid or obtaining first aid in the event of an accident will be present on any vehicle carrying passengers for the organization.

All drivers will be trained in current defensive driving techniques, emergency procedures and the organization's transportation procedures prior to initiating their responsibilities. This training will be refreshed on at least an annual basis.

## **Practices**

Safety logs will be kept for all organization's vehicle use. Logs will include trip purpose, mileage and driver's name (see Addendums). These logs will be kept on file in accordance with the organization's records retention policy.

A documented visual quick-check will be conducted by drivers prior to each vehicle use. A thorough documented inspection will be conducted on a weekly basis (see Addendums).

Rules and emergency procedures will be reviewed with all passengers.

The number of passengers will not exceed the manufacturer's recommendation and any regulations for each vehicle.

Seat belts will be worn at all times by all passengers (and drivers). Child safety seats will be used in accordance with state and federal regulations.

A staff person (employed or volunteer), other than the driver, will be available on every trip to maintain passenger safety and behavior; including ensuring that all passengers wear their seat belts and remain seated at all times.

The phone numbers for the organization office and emergency services will be available in all vehicles at all times. Vehicle route/trip itineraries and passenger lists will be maintained at the organization office and on each vehicle for every use. Itineraries and schedules will be communicated to parents of youth passengers prior to scheduled trips.

All youth will have a signed parental transportation permission form completed for each trip with copies on both the vehicle and the organization office.

Drivers will drive defensively at all times and obey all traffic laws. This includes adherence to all speed limits, traffic signals and signs.

Drivers will not use phones or any other mobile electronic devices while operating a motor vehicle.

## **Vehicles**

The Board of Directors or its designees must approve the purchase, lease or disposal of all vehicles.

A schedule of all current, or previously, owned, or leased vehicles will be maintained, in accordance with the organization's records retention policy, which includes:

1. Year, make, model, and plate # of vehicle
2. Purchase price
3. Vehicle Identification Number (VIN)
4. Passenger capacity
5. Date of acquisition
6. Date of disposal

All vehicles will be registered and inspected in accordance with applicable state and federal laws. Documentation of registrations and inspections will be kept both in the organization office and on the vehicle.

All vehicles will be used for approved operations of the organizations only; not for personal hire or use. All owned or leased vehicles will have signage installed as to the name and phone number of the organization or program.

## **Equipment**

All vehicles will be equipped with a first aid kit, an approved fire extinguisher, warning reflectors, flashlight, flares, and appropriate jack and lug wrench.

All vehicles will be maintained in clean, safe, and serviceable condition, as recommended by the manufacturer (See Addendums).

The interior of each vehicle will be cleaned thoroughly after each day's use. Seat belts will be secured and check for function at the end of each trip.

The exterior of each van or truck will be cleaned at least once a week and the exterior of each bus will be cleaned at least once each month.

Each vehicle should have proper documentation; vehicle registration, insurance card, accident report, all applicable stickers (city, state, safety, etc.), current plates, emergency phone numbers, and emergency authorization to treat forms of the minor passengers.

Each vehicle will have a functional communication device such a cell phone or radio available whenever in use.

SAMPLE