

Transportation

Boys & Girls Clubs of Greater Tampa Bay is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers and other adults. Boys & Girls Clubs of Greater Tampa Bay only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Senior leadership.

Drivers

- Must have the following prior to being cleared to transport youth: DMV background check, first aid/ CPR, physical, and transportation training, including the BGCGTB transportation process.
- Must keep an updated transportation roster of all youth who are transported to and from the Clubhouse and Club-related activities.
- Must confirm that no children are left in a vehicle after every transportation roster must be signed daily, with three signatures to ensure compliance.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club 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 the vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

Transportation Process

- Do a pre-trip inspection of the vehicle (using the Daily Inspection Checklist)
- Please submit the pre-trip inspection report via email, marked as 'High Importance,' to the Risk Management Team if you encounter any issues.
- Complete the Transportation Log (youth names, date, destination, departure time)
- Call the youth names to load the vehicle.
- Ensure everyone in the vehicle is wearing seat belts (including staff and youth)
- Call the youth names to unload the vehicle.
- Once you reach the destination, complete the remainder of the Transportation Log (arrival time and driver/staff signatures x3)

VEHICLE

- Each vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected annually by a certified auto mechanic/ technician.
- Staff should inspect each vehicle daily 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 performed.
- 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.
- The vehicle must be clean and well-maintained, and exterior physical damage must be reported to the Risk Management Team and repaired.