



---

## Boys & Girls Clubs of Lincoln/Lancaster County

### Traveling with Members Policy

Boys & Girls Clubs of Lincoln/Lancaster County (BGCL) is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

BGCL only provides transportation to and from Club locations and approved off-site locations. BGCL only transports youth in Club vehicles or other vehicles approved by BGCL 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 (BGCL 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 BGCL 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 BGCL leadership before leaving on the day of the incident.
- Have a valid driver's/operator's license issued by the state of Nebraska
- Annually pass the Boys & Girls Club of America online drivers' safety course

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