# Transportation Policy

JAMES L. McKEOWN
BOYS & GIRLS CLUB
OF WOBURN

James L. McKeown Boys & Girls Club of Woburn ("the Club") is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. James L. McKeown Boys & Girls Club of Woburn 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 Club leadership.

## PURPOSE & SCOPE

This Transportation Policy establishes the guidelines, responsibilities, and procedures for the safe and lawful transportation of youth members, staff, and volunteers of James L. McKeown Boys & Girls Club of Woburn in compliance with all applicable laws, including regulations set forth by the **Massachusetts Department of Transportation (MassDOT)**, the **Department of Early Education and Care (EEC)** where applicable, and Boys & Girls Clubs of America standards.

This policy applies to all Club-owned, leased, rented, or contracted vehicles, as well as to all staff, volunteers, and third-party providers engaged in transporting Club participants.

## OBJECTIVES

- Ensure the **safety and well-being** of all youth participants and staff.
- Maintain **compliance** with all state and federal transportation laws.
- Provide **consistent and professional transportation services** that reflect the values of the James L. McKeown Boys & Girls Club of Woburn
- Establish clear **standards and accountability** for drivers, staff, and third-party vendors.

## LEGAL COMPLIANCE

The McKeown Boys & Girls Club transportation Policy is aligned with:

- Massachusetts Department of Transportation (MassDOT) Regulations
  Including but not limited to:
  - 540 CMR: Registry of Motor Vehicles
  - CDL licensing requirements for commercial drivers (if applicable)
  - Massachusetts Vehicle Inspection and Maintenance Program
  - Seat belt and child safety restraint regulations (M.G.L. c. 90, §§ 7AA and 13A)
- Federal Motor Carrier Safety Administration (FMCSA)
- U.S. Department of Transportation (USDOT)
- BGCA National Safety Standards
- Insurance provider mandates, guidance and expectations

## DRIVERS

- Must be at least 21 years old with a valid driver's license.

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- Must allow for RMV background check and be cleared to transport youth per the Club's barrier crime policy.
- In addition to the training required of all Club employees, drivers must complete an annual defensive driving course certified by the National Safety Council or equivalent.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed after each trip to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- 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 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.

## VEHICLE

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected by staff 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 maintained.
- 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 repaired promptly.
- Each vehicle must have clearly visible signage indicating they are associated with the McKeown Boys & Girls Club.
- Each vehicle must have an inspection log with pre- and post-trip inspections logged and signed by the driver. See addendum A for the Pre-Trip Safety Checklist.
- According to the Massachusetts Registry of Motor Vehicles, the vehicle will also be inspected annually by a certified inspection mechanic.

## TRANSPORTATION OF YOUTH

- Only youth with a signed permission slip for that date & activity are allowed to be transported by the McKeown Boys & Girls Club. The permission slip should include the destination, date, departure and arrival times, and accurate emergency contact information for the member's caregiver.

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- Youth must be **supervised at all times** while being transported.
- Youth must follow the same code of conduct as in Club facilities.
- Inappropriate behavior such as fighting, bullying, or refusal to wear seat belts will be subject to disciplinary action and removal of transportation permissions.
- Drivers enforce rules but must report any incidents to Club leadership immediately.
- Drivers must never be alone with a single child unless emergency protocols are enacted (refer to Section 11).
- All youth must remain **seated and buckled** during transport.
- Attendance must be taken **before departure and upon arrival** at the destination.
- No child under **age eight or under 57 inches** may ride in a vehicle without a federally approved **booster seat**, in accordance with M.G.L. c. 90, § 7AA.
    - Parents/caregivers of those children requiring a booster seat must provide the seat. The child cannot attend the field trip without the booster seat.
    - As part of driver training, staff will be trained on the importance of booster seats and proper installation of the seats.

## SHARED-USE RESTROOMS

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow supervision and safety policies in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

## ACCIDENT OR EMERGENCY PROTOCOL

- In the event of an accident, the driver must immediately ensure the safety of all passengers and call emergency services if necessary. The driver should then notify Club leadership of the incident. The driver must provide the Club’s insurance and registration details to the other parties involved. Additionally, the driver must collect the other party's insurance and registration information. Immediately file a detailed incident report with Club leadership in accordance with incident reporting standards.
- Transportation will be suspended during inclement weather or declared emergencies, following local school district and state advisories.

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- Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
- Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.

## POLICY REVIEW AND AMENDMENT

This policy shall be reviewed **annually** or upon changes to applicable federal/state transportation laws or BGCA standards. Recommendations for amendments may be made by the Executive Director or Safety Committee and must be approved by the Board of Directors.

## ACKNOWLEDGEMENT

All staff, volunteers, and contractors must sign a written acknowledgment stating they have received, read, and agreed to comply with this policy prior to transporting youth.

*I have read and understand the McKeown Boys & Girls Club of Woburn's Transportation Policy and agree to comply with all expectations and standards as outlined in the policy.*

*Print Name:* _____

*Signature:* _____

*Date:* _____

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*ADDENDUM A*

# Pre-trip Safety Checklist

## CHECKING THE VAN EXTERIOR

*Walk around the exterior of the van:*

- ✓ No fluid leaks beneath the van are visible
- ✓ Van sits level with no sign of uneven loading
- ✓ All exterior lights/signal turns operate correctly
- ✓ Windshield, windows, and exterior mirrors are all clean and free of obstruction
- ✓ Tread depth is more than 1/16 inch
- ✓ Tire pressure is adequate and in accordance to the vehicle's information placard found on the driver's door frame

## CHECKING THE VAN INTERIOR

*Inspect the front passenger seat:*

- ✓ Front seat area, dash, and floor are clear of clipboards, papers, trash, etc.
- ✓ Interior lighting is operational
- ✓ Seats are secure and in good condition
- ✓ Seatbelts and webbing are free from tears/damage
- ✓ Safety restraints are accessible and available for each passenger

*Sit in the driver's seat and check that the following items are operating correctly:*

- ✓ Horn
- ✓ Windshield wipers and washer
- ✓ Backup alarm
- ✓ All indicator lights and gauges
- ✓ Side and rear view mirrors are properly adjusted

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*Make sure the driver's seat is properly adjusted:*

- ✓ Floor pedals can be reached
- ✓ Steering wheel is properly adjusted
- ✓ Other controls are in comfortable reach, without straining
- ✓ Movement is not restricted

**FINAL CHECK**

- ✓ Make sure all passengers are buckled
- ✓ Adjust the steering wheel so that it is at least 10 inches from the chest in the event the airbag is deployed
- ✓ Put on your seatbeld
- ✓ Lock the doors

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