

Urban Methodist Youth Camp

Updated June 2019

Driver & Vehicle Policies and Procedures

The Urban Methodist Youth Camp takes the safety of our youth and staff seriously. The following guidelines are in place to protect the youth, our staff, and our volunteers.

Driver Requirements – To transport youth in vehicles, drivers must be:

- 21 years of age and hold valid vehicle operator's license,
- Drivers must hold bodily injury liability [insurance](#) policy with a minimum value of \$100,000 for each person and \$300,000 for each accident. A valid [proof](#) of [insurance certificate](#) must be presented to the adult leader prior to departure.
- Have completed (when required) and passed random drug and alcohol testing.

Emergency Equipment/Forms– Every vehicle used to transport youth and staff should be equipped with a first aid kit. A rental agreement or vehicle registration, insurance information, and this Transportation Safety policy should always be in the vehicle.

Vehicle Type/Capacity– Youth and staff should only be transported in vehicles designed to carry passengers. They are not permitted to ride in the back of trucks except in an extreme emergency and when directed by appropriate staff (i.e. fire evacuation.) Vehicles should carry only the number of passengers specified by the vehicle manufacturer. There should be a seatbelt for each passenger. A staff member (adult) must be present in each vehicle. If traveling by bus, this is in addition to the driver. Extra staff and/or aides must be present for youth with disabilities, based on ratios established for persons requiring additional assistance or supervision.

Vehicle Safety Checks – Prior to transporting youth*, the following must be checked:

lights tires horn windshield and wiper condition
 brakes mirrors fluid levels emergency warning systems

Passengers – Passengers should be instructed in the following safety procedures prior to transporting:

1. All youth should be accounted for on a face-to-name count sheet.
2. Passengers should always remain seated with hands and arms inside vehicle.
3. Seatbelts should be fastened – one person per seatbelt.
4. Youth should be seated by gender & age and any behavior considerations should be considered.
5. Staff should be sitting throughout the vehicle so that proper line of sight supervision can be maintained. Where possible the staff should have their own designated seat.
6. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of staff member and/or driver and use buddy system if leaving the vehicle.
7. Youth behavior problems should always be the responsibility of adults or staff members other than the driver. If the driver is the only staff member available to handle disruptive behavior and verbal corrections are not successful, he/she should pull off the road in a safe area and call the Event Director for further instructions.

Travel Procedures –

- Vehicles should be kept a safe distance apart if traveling together. It is not recommended that vehicles travel by convoy.
- Drivers should pre-establish rest stops to check in with each other.
- All drivers should have an outlined schedule with addresses and appropriate telephone numbers.
- One driver should be appointed lead driver. On any trip, stops should be made only at acceptable rest stops.
- After three continuous hours, the vehicle must stop to rotate drivers and rest the passengers.
- All traffic laws of the state are to be strictly obeyed.
- Any communication via cell phone should be by the staff on board, never the driver. If there is not additional staff member present the driver will pull out of traffic to make/take/complete a call.

Backing Up – Because you cannot see everything behind your vehicle, backing up is always dangerous. Avoid backing up whenever you can. When you park, try to park so you will be able to pull forward when you leave. When you must back, here are a few simple safety rules:

1. Look at your path.
2. Back slowly using your mirrors.
3. Back and turn toward the driver's side whenever possible.
4. Use a helper whenever possible.

Loading and Unloading Passengers – Load and unload in areas that are free from vehicular traffic unless in an emergency. The vehicle should be in park with the emergency brake on and the motor turned off. Loading and unloading will take place in an orderly fashion following directions from a staff member. Youth should be directed to a designated assembly point after unloading and kept under supervision of an adult staff member or volunteer.

Fuel – Always refuel before getting down to a quarter of a tank. The engine must be turned off to refuel. If transporting youth, they are to remain in the vehicle. Do not allow unsupervised youth to leave the vehicle for any reason.

Dealing with Passenger Illness

1. Administer first aid as needed. Keep the youth comfortable.
2. If you need to stop, try to do so in an authorized or designated area.
3. Contact the Event Director about the youth and determine if the trip can proceed or if a guardian needs to pick them up.

Accident Procedures

1. Attend to any ill or injured passengers. If medical care is needed, see that they are taken to the nearest medical facility.
2. Place reflectors or emergency flashers as appropriate. If the vehicle must be moved, mark the location of the accident (from back of tire) with chalk.
3. Instruct passengers to exit vehicle, when appropriate, using the buddy system. Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. Youth must always be supervised by an adult staff member or volunteer.
4. Contact the Event Director or designated emergency contacts.
5. Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.

Dealing with Vehicular Breakdown

1. Move as far off the road as possible. It's better to drive on a flat tire than park in an unsafe place.
2. Place the transmission in low, reverse or park. Turn off ignition and remove key.
3. Set the emergency brake and four-way turn (emergency) blinkers.
4. If vehicle must stop in non-designated parking area (i.e. the side of the road), carry reflective triangles between yourself and the oncoming traffic when placing reflectors in the following places:
 - a. On the traffic side of the vehicle, within ten feet of the front or rear corners.
 - b. About 100 ft. behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in.
 - c. Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
 - d. If stopped on or by a one way or divided highway, place warning devices 20 feet, 100 feet, and 200 feet toward the approaching traffic.
5. If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure youth are always supervised by an adult staff member or volunteer. If evacuation from a bus is necessary, follow established procedures and directions of the staff member.
6. Contact the Event Director with information about the nature of the breakdown and your exact location. Additional help may be requested if needed. One staff member must always stay with the vehicle and youth.

I have read and understand the Transportation Policy. I understand that failure to follow the policy may lead to corrective action up to and including separation of my employment or volunteer privileges.

Staff Printed Name

Staff Signature

Date

Event Director

Date