

# ROTARY INTERNATIONAL DISTRICT 5520'S *YOUTH PROTECTION POLICIES AND PROCEDURES*

## *YOUTH TRANSPORTATION POLICY*

It is the responsibility of the sponsoring Club or District Committee to oversee and provide safe transportation to and from all District 5520 events. The District strongly recommends that all Clubs insure that there are two adult chaperones per vehicle and/or one who is screened with a background check under the youth protection guidelines anytime there is out-of-town travel with youth program participants. In addition, the clubs should require that the adult(s) meet the requirements below.

Youth Exchange has travel requirements based upon the uniqueness of the program.

### **Transportation by non-commercial vehicle**

All drivers of vehicles containing minors other than their own children must be at least 25 years of age, must provide proof of insurance, with minimum coverage as required by NM or TX state law, and a have valid driver's license that has not been suspended or revoked for any reason. The Club should keep copies of these documents until after the planned travel has been completed without incident.

There must be enough functioning seat belts for everyone, and everyone must wear a seat belt. The need for seat belts supersedes the need for two adults to be in each vehicle.

Written permission (which may include email or photocopied correspondence) from the parent/guardian of each student must be obtained prior to being transported. This permission will include all relevant details pertaining to the event, such as date and location, name of driver(s) whenever possible, time of departure and return. The parent/guardian should also be provided emergency contact information for the supervising event chaperone.

Emergency contact information including name of physician, health insurance information and consent to treat in case of an emergency must accompany all minors who are being transported by adults other than their parents. During travel, the forms or written correspondence will be kept by the driver of the vehicle. In addition, each driver will leave a list of the names and emergency information for all the youth traveling in their vehicle with an adult leader of the event.

No driver may be sleep-deprived, have consumed alcohol or be under the influence of any form of drug that can affect physical or mental performance. Distracted drivers' laws and ordinances must be observed, no electronic devices should be in the hands of the driver.

### **Transportation by Hired or Public Transportation (Bus, Train, Plane, Etc.)**

Only ICC vehicles licensed for interstate travel should be chartered after confirming all required operation permits are current and no complaints have been filed against the operator.

When transporting youth program participants by plane, train or bus, they must travel as a group with at least two adults. Every person in the group should know the route and the destination, in case the group gets separated.

The same written permission is required when traveling by public transportation as when traveling by car.